DESIGN CHARRETTE WORKSHOP BOOKLET

ARAM PUBLIC LIBRARY

NOVEMBER 2018

FEH DESIGN

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EXECUTIVE SUMMARY

INTRODUCTION

In 2015, the Aram Public Library Board decided it should evaluate how well the library was meeting the community's library service needs. The library sought input from area residents and the responses, mostly from library users, placed importance on customer service, collections, and community gathering space. The result of the survey was incorporated into the Aram Public Library strategic plan 2016-2019. In 2017, the Library Board hired a research assistant at the University of Wisconsin-Whitewater to conduct a broad-based community survey with focus groups. One result of that survey suggested the library provide more space for teens, programs, materials, community rooms and computers.

In 2018, the City and Library Board commissioned FEH Design to look to the future to determine library space needs, assess the condition of the existing library, and craft a vision for the library for the next 20 years.

INFORMATION GATHERING

Information was gathered from multiple sources relating to collections and current inventory of library resources and focus groups were held with a broad cross section of the community to gain valuable insight; how the library is used, what is important, what is broken, and what works very well. We also met with other community agencies to determine if there was an advantage to co-locate in the library. Our finding suggests there is a case for adding 3000 square feet for the local History Center.

The long-term space needs of the library is projected to grow from the library's current space allotment (±12,000 square feet) to the library's long-term space needs (26,200 square feet). The substantial delta between what the library has and what the library needs, space-wise, was based on the underlying service goals. Our recommendation is for a collection inventory of 74,250 items (versus 66,700 items today) with additional meeting/program/community spaces.

The differential between the space the library has today and the space it needs tomorrow is made up of three distinct categories.

The library's current inventory of resources and services SHOULD occupy more space than is used to house the library today. Given the current service inventory, the library's building should provide more square feet today. Like many libraries contemplating an expanded building, Aram Public Library has managed to crowd more resources and services into its present building than that present building should contain.

A second kind of space need lies beyond this estimate of immediate space need. This second category of space need includes services or resources or spaces that you SHOULD offer today, but don't because there isn't enough space in the present building. For example, the storytime room today is smaller than it should be, it needs to support a larger audience. The current-day space need takes into account only the storytime room that happens to be in place today; the library's immediate space need would grow if a larger, suitably-sized storytime room were in the mix.

Likewise, the current inventory of collection or technology stations today is probably somewhat lower than what it should be. Based on today's population, the Tier 3 recommendation in the Wisconsin public library standards says Aram Public Library should have a collection of 74,250 items – versus your current inventory of 66,700 items. Based on Delavan's current population you should have 90 reader seats. All of these adjustments to the current-day resource and service inventory serve to increase the library's immediate space need further.

Finally, the third category of space covers space to accommodate future resource and service inventory needs based on future population growth. As the community grows from today's population of 8,875 to the year 2040 population of 9,725, the collection will need to grow, the seating inventory will need to grow, and so on. Collections will round out to the 75,000 items we've projected, seating will round out to the projected 95. Based on the resource and service inventory the library should support to meet the library service needs of a community of 16,300, the library and History Center will need to be housed in a building of 29,000 square feet.

PUBLIC ENGAGEMENT

The City and Library Board created a task force committee from a cross section of community residents with the purpose of providing input and evaluating potential library expansion options. This group met several times in 2018. They confirmed the recommended libraries service goals, developed project goals for success, established decision making criteria, prioritized and weighted the criteria to evaluate options and participated in a two day on-site workshop. The workshop was held in the meeting room at the library where advisory committee members and interested citizens shared their thoughts and ideas.

The effort of the design workshop resulted in 13 possible library expansion options located on library property and adjacent property. All the options addressed the projected library space needs, History Center, and space for parking. The community provided real time feedback throughout both days and during evening presentations provided direction on which options they preferred. At the end of the workshop, the task force committee evaluated and ranked the expansion options against decision making criteria. There were 4 concepts that rose to the top, option A, B, D, and J. The capital cost for all four options were in the $7,800,000 to $9,700,000 cost range.

A description of the four concepts is as follows;

OPTION A.

Option A is a one story building addition with all library functions located on the lower level. Community space and the History Center will be located in the existing building on the upper level. A parking lot with 41 parking spaces will be located on vacant property and accessed from Fifth Street. Additional library parking will be located along Fourth street. The library will have an entrance on Fourth Street and a second entrance from the parking lot. The History Center will have an accessible entrance from the parking lot and a second entrance on Main Street. The library user will be able to experience the entire library and meeting rooms on one floor level. This option requires the purchase of one additional property to the south.

OPTION B

Option B is a rectangular building with a compact two story building addition to the south. This option positions the History Center in the lower level of the existing building and the library occupies space on both the upper and lower level of the building. An expanded parking lot will stretch from Fourth street to Fifth street and have room for 76 parking spaces. The library will have a new two story entry at the southwest corner of the building. The compacted building footprint allows for outdoor program space adjacent to the meeting rooms and children's library. The scale of the rectangular building footprint allows all project requirements on library property. This option presents the user with a library on two floor levels and the History Center buried deep within the building.

OPTION D

Option D is a linear one-story building addition aligned with the upper floor level of the existing building. Parking for 87 cars will be located beneath the building addition and stretch from Fourth street to Fifth street. The main building entrance is located on the south side of the building addition adjacent to parking and to the west on Fourth street. Upon arrival through the main entrance, all building functions are accessed by a central stair and elevator. Meeting room are situated on the lower level along with the History Center. The entire library is located on the upper floor level.

OPTION J

Option J is a one-story building with the building addition aligned with the mid-level entrance of the existing building. Parking for 56 cars will be located along Fourth street. This option provides a separate entrance for the History Center and community space and a main library entrance at the south west corner of the building. This option takes advantage of the mid-level floor and existing stair/elevator. This option clearly defines space for the library and community agencies. Additional property to the south is required.

In a separate meeting, the team presented a cost comparison chart for each of the four options and a "do nothing" option. The chart illustrated the capital costs and operating costs for one year, twenty years, and forty years. The annual operation cost range was $83,000 for the do nothing option up to $224,000 for the two story option B. The biggest contributor to the increased cost for option B was increased staffing for a two-story library operation. After much discussion, the task force recommended option A. At the final Library Board presentation the board accepted the task force recommendation of option A.

02

GOALS FOR SUCCESS

a. Serve a diverse community

b. Adequate space to provide and support all programs and services

c. Flexible and functional space for now and the future

d. Make current technology and equipment available to the community

e. Strengthen downtown vibrancy

f. Community and family resource for services: arts, culture, business, education, & organizational partnership

g. Operationally, functionally, and financially efficient

h. Cost effective design

i. Be the best library in the County

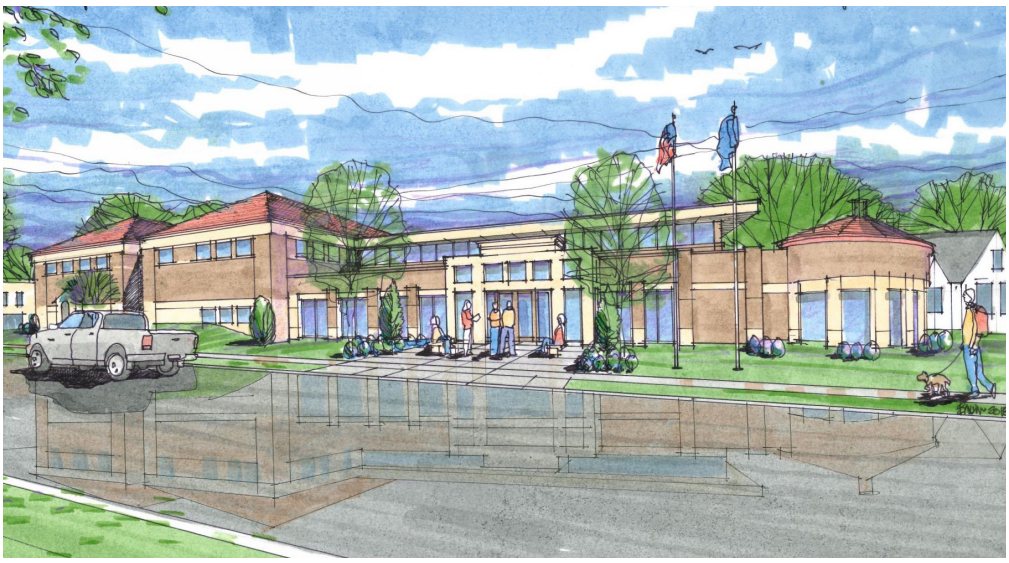
j. Do not negatively impact or compete with local business

k. Showplace of local heritage and local industries

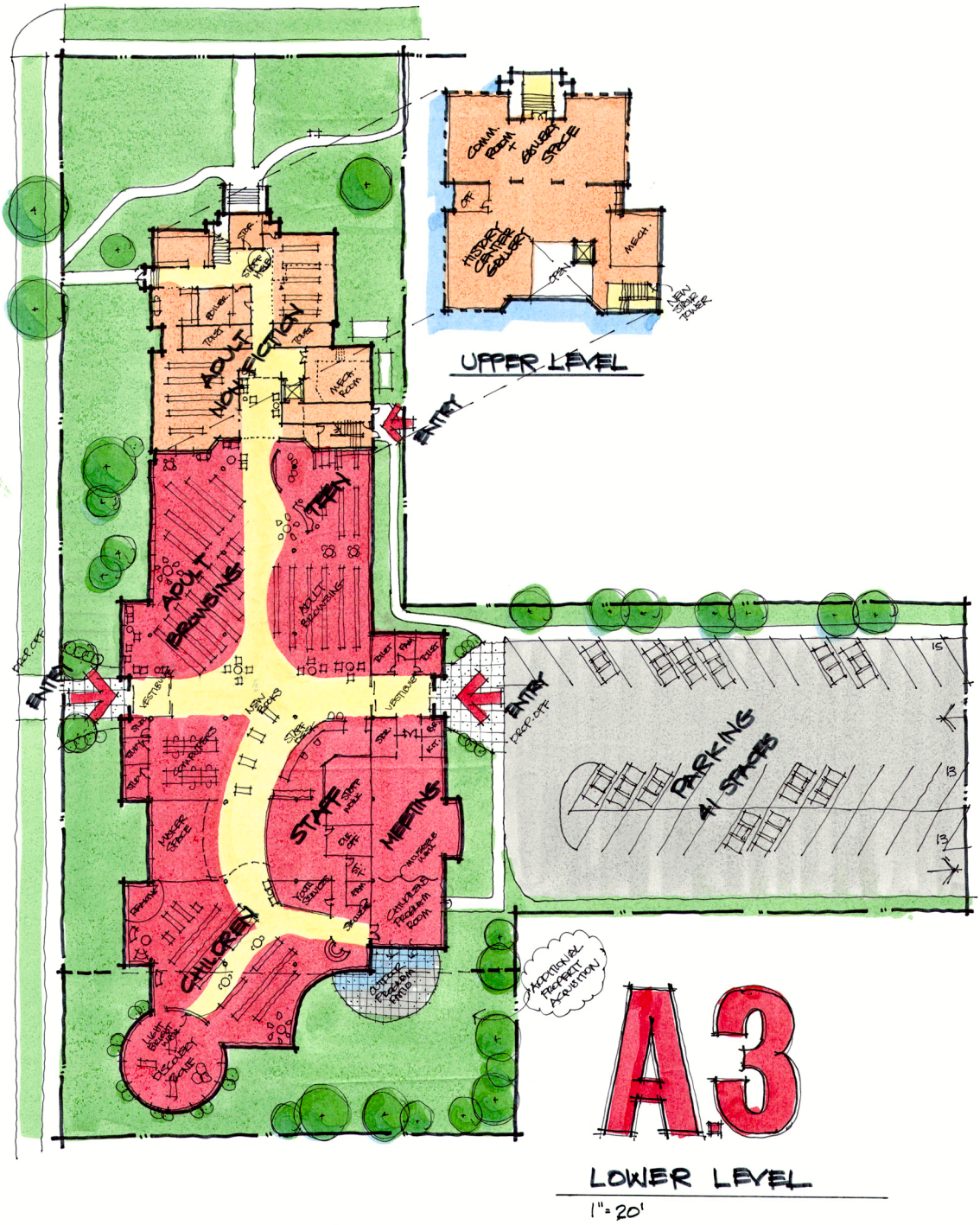
l. Be a good steward to the historic library and surrounding district

03

RECOMMENDATION



The final recommendation of the design team to the Library Board and City Council is option A.3. three variations of this option were developed during and after the design workshop. Specifically, option A.3 captured most of the desires of the Task Force Committee and Library Board. This option best satisfies the project goals for success, meets the library service goals, and provides the required space for a forward-thinking library in Delavan. All library functions are located on one contiguous floor level with two entrance locations, one on Fourth Street and one directly from the parking lot. Separate entrances to the upper level History Center and community rooms are provided on East Walworth Avenue and from the parking lot. The latter is accessible from the existing building elevator. This layout facilitates a physical separation of the History Center and community rooms from the library which will accommodate different hours of operation if desired yet still allow easy access between them through a locked passageway. The exterior of the "new" library will have complimentary masonry materials but will not duplicate the look of the existing historical building.


UPPER LEVEL
ENTRY
ADULT NONFICTION
TEEN
ADULT BROWSING
ENTRY
ENTRY
PARKING
41 SPACES
STAFF
MEETING
CHILDREN
A3
LOWER LEVEL
1" = 20'

04

A DAY IN THE LIFE

It's 8:45 on a sunny May morning. People are starting to gather in the library's front lobby awaiting opening time. A woman in a business suit checks her watch. Two older gentlemen share their observations on the weather, Washington, and the world. A man in his mid-thirties carrying a bundle of overstuffed file folders walks up to a bulletin board filled with notices of community events. A flat screen TV on the wall above the board announces the library programs scheduled for the coming week. The man adds an upcoming meeting on his smartphone by scanning the QR code displayed on the screen. A mother and her eight-year-old daughter sit on a bench pouring over what appears to be a textbook, a small stack of books sits on the bench next to them. A woman in a hotel housekeeper's uniform joins the group. A staff member approaches the inner door. Another day is about to begin at the Aram public Library.

As the door opens, the gathered group pours into the building, each with a specific purpose in mind. The senior men head for the comfortable chairs near the fireplace, making a pitstop at the coffee station on their way. The staff has just put the morning newspapers out on the tables. They will soon be joined by three or four others who will scan the newspapers, discuss the issues of the day, and collaborate on the crossword. Occasionally, they glance up at the suspended flat-screen TV mounted above the mantle that is set to closed captioning and is currently tuned to the Weather Channel showing updates on the latest tropical storm headed into the Gulf.

The woman in the business suit sets her iPad at a study table, opens her briefcase, and spreads some papers out next to it. It only takes her a moment to log on to the library's free Wi-Fi service so she can check her email and connect to her home office in Chicago. This library serves as her office away from home whenever she's servicing clients in the Delevan area. The man with the file folders heads to an area under a sign that reads "Foundation Collection." He opens his files and sits down at a computer terminal to continue researching potential sources for the grant application that he's preparing for a local non-profit organization.

The hotel housekeeper heads to the computer reservation terminals and is quickly assigned a computer to use. She has recently completed an online course in hospitality management using the library's computers as her classroom and is pleased that she can include this qualification on her updated resume. Before she leaves, she will search several job sites and submit her qualifications to three prospective employers.

By now the mother and her home-schooled child have placed their books into the book drop as they make their way to pick out several books on early settlements in the Americas. Before arriving this morning, they had checked the library's catalog online and were able to go directly to specific materials on Carl Sandburg. The girl is studying the differences between how Abraham Lincoln was portrayed in Sandberg's biography and in Steven Spielberg's film "Lincoln," which had been shown the previous week as part of the Library's film series. The Youth Librarian asks if they're familiar with history.com's Civil War 150 website that contains a fine video about the Emancipation Proclamation. The mother and daughter will be joined in a few minutes by two other home schoolers and their parents for a weekly study session held in the library's group study room.

A middle-aged man approaches the reservation terminal and makes his way to his assigned computer to check his email. He does so every morning near opening time. He's exceptionally pleased today when he finds a response to the message he sent yesterday to his daughter, a Second Lieutenant in the United States Army who has been stationed overseas for the last several months. Assured that his daughter is safe and sound for another day, he sends off his daily message and then moves on to several websites. He checks the Washington Post and New York Times headlines before proceeding to another site to see how the Brewers fared in last night's game against the Cardinals.

The first of several class visits for the day is arriving. A group of 24 fifth graders gathers in the large half of the meeting room. A reference librarian is about to do a presentation that covers how to use both online and print reference resources. After the presentation, half of the class will go to the library's "Technology Center" to gain some hands-on experience using quality electronic resources. The balance of the class gets a similar opportunity to learn more about some of the library's print reference tools. After an hour, the groups will switch places, and by the end of the visit, the students will understand that research involves much more than doing a Google search.

Meanwhile, the library's public access computers have filled to capacity. A library technology assistant is helping a woman format a newsletter using Adobe InDesign. The woman took a class at the library on the software two weeks ago and just needs a quick refresher. Another computer user is logged on to a session of an online business management course offered through the University of Wisconsin. The woman at the next workstation is researching used car ratings and prices.

Throughout the day, a constant flow of people combine their visit to the Library to select books, books-on-CD, and DVDs with a viewing of the new exhibit of a local artist's work in the gallery area. Reference librarians are busy answering questions that arrive in person, by telephone, and through the library's website.

Several people also visit the local Historical Center that resides in the historical portion of the library building. One woman is methodically working her way through microfilm reels for a long discontinued newspaper. She's doing research for a Local History column she writes for the current weekly paper. Meanwhile, another person sits at a computer workstation and transfers records from 3x5 cards into an online cemetery index that is being produced by the genealogical society. A young couple new to the community is browsing the museum to learn about the history of their new home. A father and his two children are reading a display on the P.T. Barnum Circus, "The Greatest Show on Earth". They had just watched the movie based on the circus the previous evening and wanted to know more about the real story.

Mid-afternoon, a preschool class arrives at the library. They're headed to the outdoor children's terrace to listen to a master storyteller share an African folktale called The King and the Tortoise. At the end of the tale, the children will go to the craft area where they will each make a tortoise to take home with them.

After school, the teens arrive and quickly head to the Teen Area. Three begin to work on a presentation at an oversized computer workstation in the group study room. This presentation will be their report for a group project they are doing for their social studies class. A pair of sixteen-year-olds don headphones as they watch a DVD in the video den/gaming area. The video will be the subject of a discussion program scheduled for later that afternoon. The program was planned by the library's Teen Advisory Council, which is composed of a dozen kids ages 14 to 18.

The after-school hours also signal the arrival of a host of younger school children, some of whom arrive with a parent or grandparent, others arrive by themselves, and quickly choose their spots in the children's room. Several spread out and start working on their homework while others head directly for the "series" books to see if they can find the next episode in the lives of their favorite characters. A retired teacher, who volunteers four afternoons each week during the school year, makes the rounds providing homework help. A children's room assistant is showing a man and his six-year-old son where to find the books on dinosaurs as the child demonstrates his best impression of a tyrannosaurus rex. A children's librarian is beginning an after-school program for fifth and sixth graders. Many of these children are regulars who show up nearly every day. Several kids are sitting at colorful computer stations playing various educational games.

The middle of the afternoon also brings a tour that includes elected officials, the director of the Chamber of Commerce, and the advance team of a high-tech firm that is considering relocating to the area. The library is one of the premiere sites on the community's "economic development" tour that is given to commercial prospects.

The meeting rooms at the library are busy throughout the evening. A group of 10 meet in the small meeting room for their weekly knitting club. A group of paramedics are participating in a continuing education teleconference that will help them keep their certification up to date. A family story hour is being held in the children's program room. The interactive session helps new parents learn how to engage their infants in important pre-literacy activities that help develop speech and motor skills.

Several of the tutoring rooms are in use. In one, a literacy volunteer tutors a young man in his twenties who is working toward a Graduate Equivalency Diploma (G.E.D.). In another study room, a second volunteer who is fluent in Spanish works with a woman who has recently arrive in the United States and who is beginning to learn English.

Later in the evening, the large meeting room hosts a large benefit for the Wisconsin School for the Deaf. Groups of people conversing in sign language have spilled out onto the outdoor patio to enjoy the mild evening weather.

At 9:00pm, the library finally closes its doors for the day, but the library service does not end. Well into the night, people are accessing the library's website to reserve and renew books and to access the reference center databases.

This scenario is not far-fetched. The Aram Public Library already does many of the things mentioned. A new addition to the library will mean that this description of a day in the life of the Aram Public Library will become reality!


4TH STREET
5TH STREET
UPPER LEVEL
ENTRY
(76) PARKING SPACES
B
FEH DESIGN
D2
D1
A.2
$ 8,361,000
CAPITAL COST
$ 3,808,782
20 YR OPERATING
$ 10,657,866
40 YR OPERATING
UPPER LEVEL PLAN
4TH STREET
ENTRY
PATIO/SCULPTURE GARDEN
CHILDRENS
TECH SERVICES
MEETING ROOMS
STORY TIME
41 SPACES

05

CHARRETTE PROCESS

CHARRETTE\SHAR-RET (fr: cart) n. an interactive process where on-site architects take community input and hand sketch designs based on your ideas. The goal is to discover what ideas work within the parameters you set for us before formal design work begins.

PRELIMINARY SCHEMATIC DESIGN PROCESS

The Design Process may begin in a Traditional manner or in a more interactive Design Charrette process that FEH DESIGN has developed and refined over a period of years. The charrette involves bringing our Design Team to you and working directly in and with your community. While not appropriate for all projects, this approach has proven successful for many public clients and deserves consideration for your project. A description of the process follows.

THE FEH DESIGN CHARRETTE

A unique service offered by FEH DESIGN is our well-refined Charrette Process. While others in our region try to copy our success, FEH continues to set the standards for this intense and interactive design workshop. The result is client and community confidence built by working side-by-side with the FEH architectural design team.

OUR DESIGN COMES TO YOU

As the French definition of charrette implies, we "cart" our design services to you. Our team of architects and landscape designers come and set up shop in your community. There we can focus all our attention on listening and responding to your suggestions. The flexibility of the charrette enables us to structure the workshop to meet your needs. Thus, input can come from your building committee or from the collective thoughts of your entire community.

We bring our tools, our creativity but no preconceived notions as we work with you. Through the Charrette Process, concept moves to consensus. Along with creating a conceptual drawing in a short span of time, the Charrette creates awareness and enthusiasm not felt in a traditional client / architect relationship. This translates into a project which has a broad base of support, reflects the needs and desires of the community, and has built-in community ownership.

At FEH DESIGN, we firmly believe our Design Charrettes are a major reason we have been so successful in developing community-based projects.

WE START BY ...

- Evaluating needs and priorities
- Defining the scope of the project
- Developing a building space needs lists that charts the specifics of the project
- Developing space requirements and other issues
- Conducting site visits

WE MOVE IN AND THE FUN BEGINS

We bring our design team to your community and begin a dynamic design workshop that draws input and ideas from all interested parties.

SITE PLANNING

Site development is the first step on the agenda. Whether there is one or many options, we work out as many scenarios as can be conceived.

BUILDING PLANNING

As the site concept begins to take shape, the building follows along. The design team is constantly consulting the written space needs document for sizes of spaces and relationships of areas.

A CONCEPT EVOLVES

We explore the pros and cons of each configuration. User groups involved in the process express their ideas and begin to take ownership in the project. New configurations and concepts are continually put on display for public review and input.

STEPPING BACK

Periodically, everyone steps back, takes a deep breath, and reviews all drawings and progress to ensure it's headed in the right direction.

COMING TOGETHER

From a basic concept, ideas come together. Options are considered as a community effort takes shape.

A RUNNING START

By the end of the two or three-day charrette, the concept for your project will be clearly defined. With conceptual drawings in hand, we return to the office to develop and refine.

AHEAD OF TIME

- Do Our Homework

STEP ONE

- Site Analyses
- Circulation Issues
- Square Footage Requirements
- Site Development Concepts
- Formal Review

STEP TWO

- Bubble Diagrams
- Block Planning
- Floor Plan/Site Plan Relationships
- Formal Review

STEP THREE

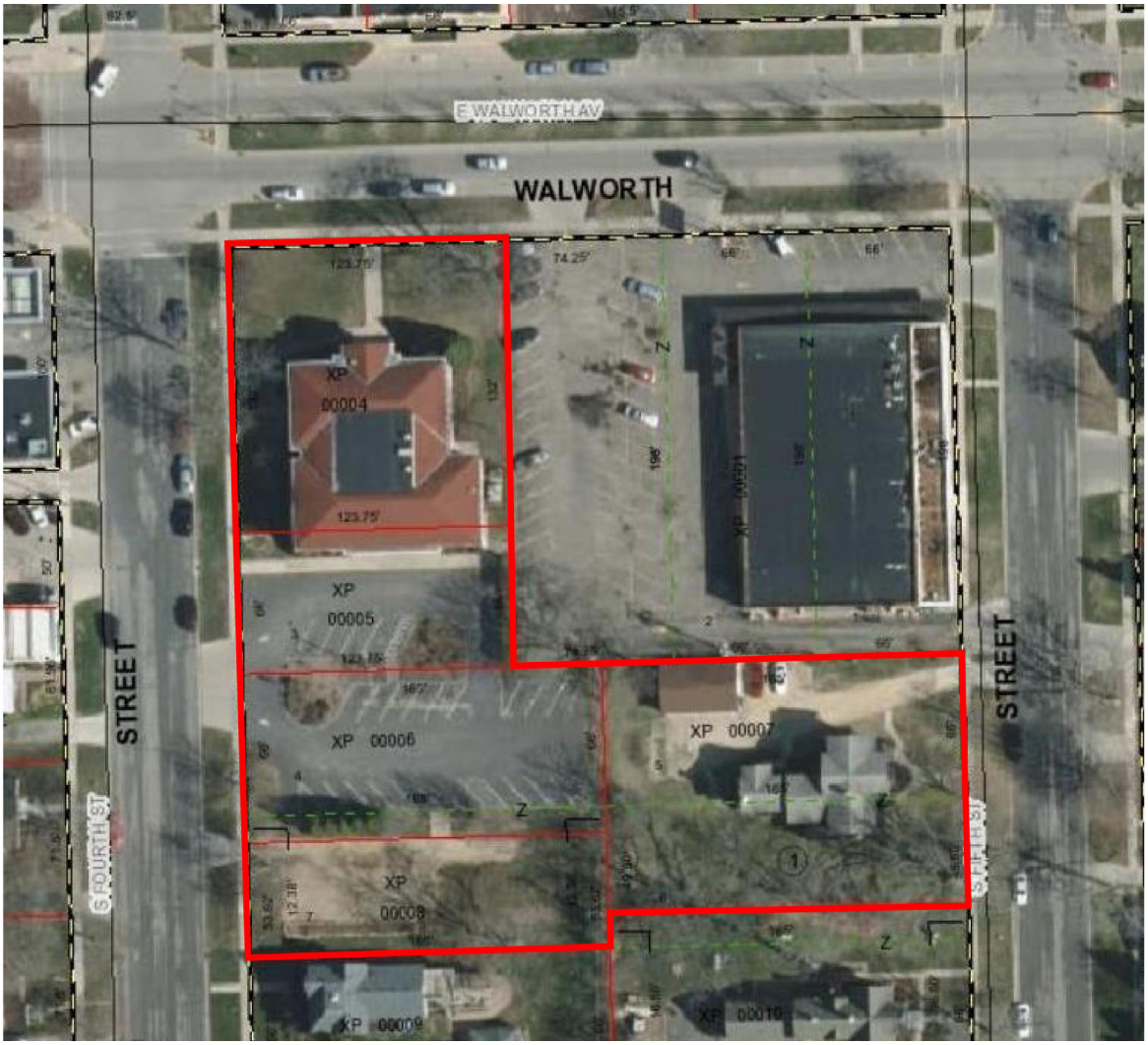
- Conceptual Floor Plans
- Site Plan Refinements
- Site Amenities
- Building Massing Studies
- Exterior Elevation Sketches
- Formal Review

STEP FOUR

- Floor Plans
- Site Plans
- Sections
- Feature Sketches
- Formal Review

STEP FIVE

- Final Charrette Color Artwork!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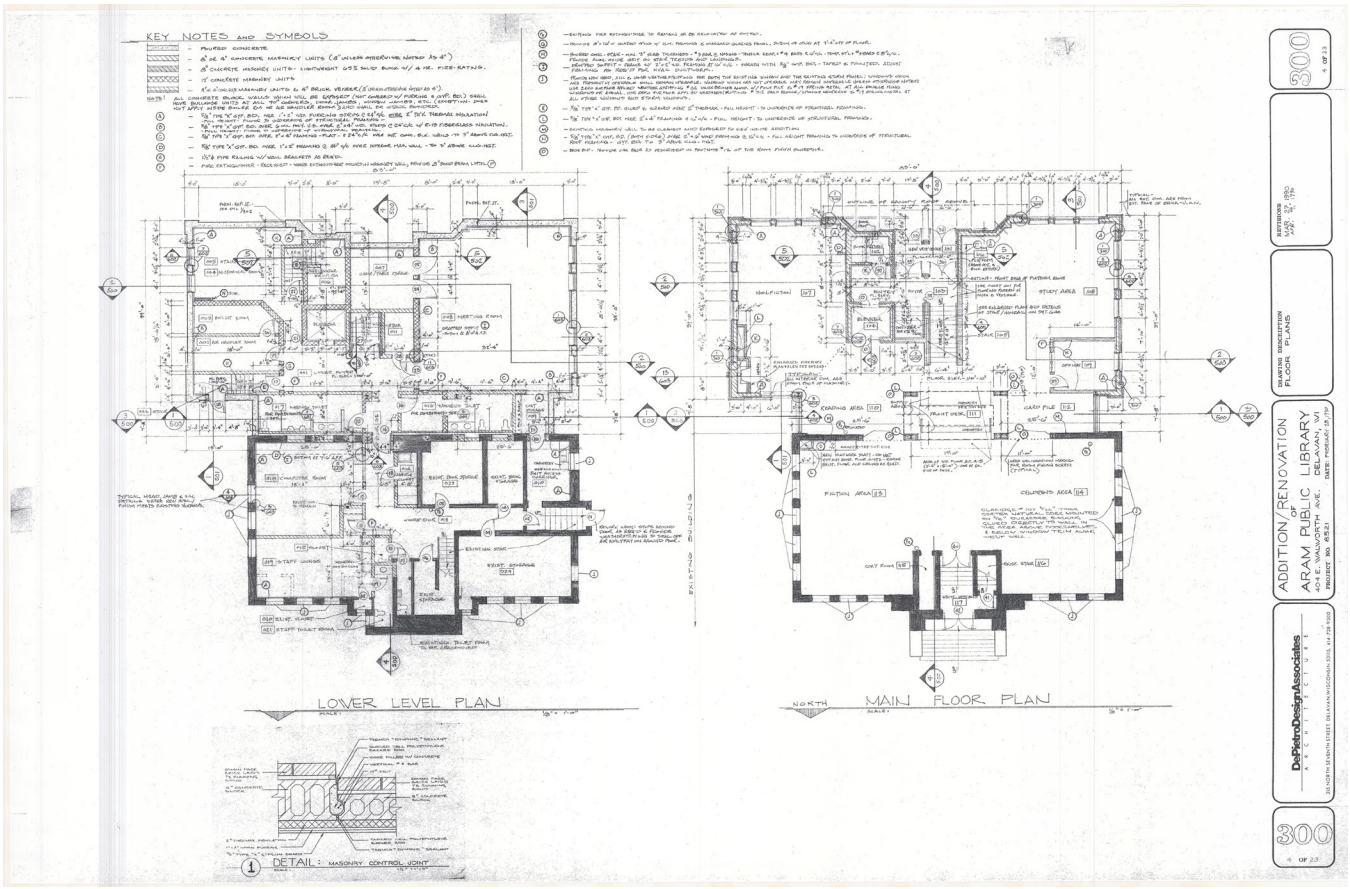
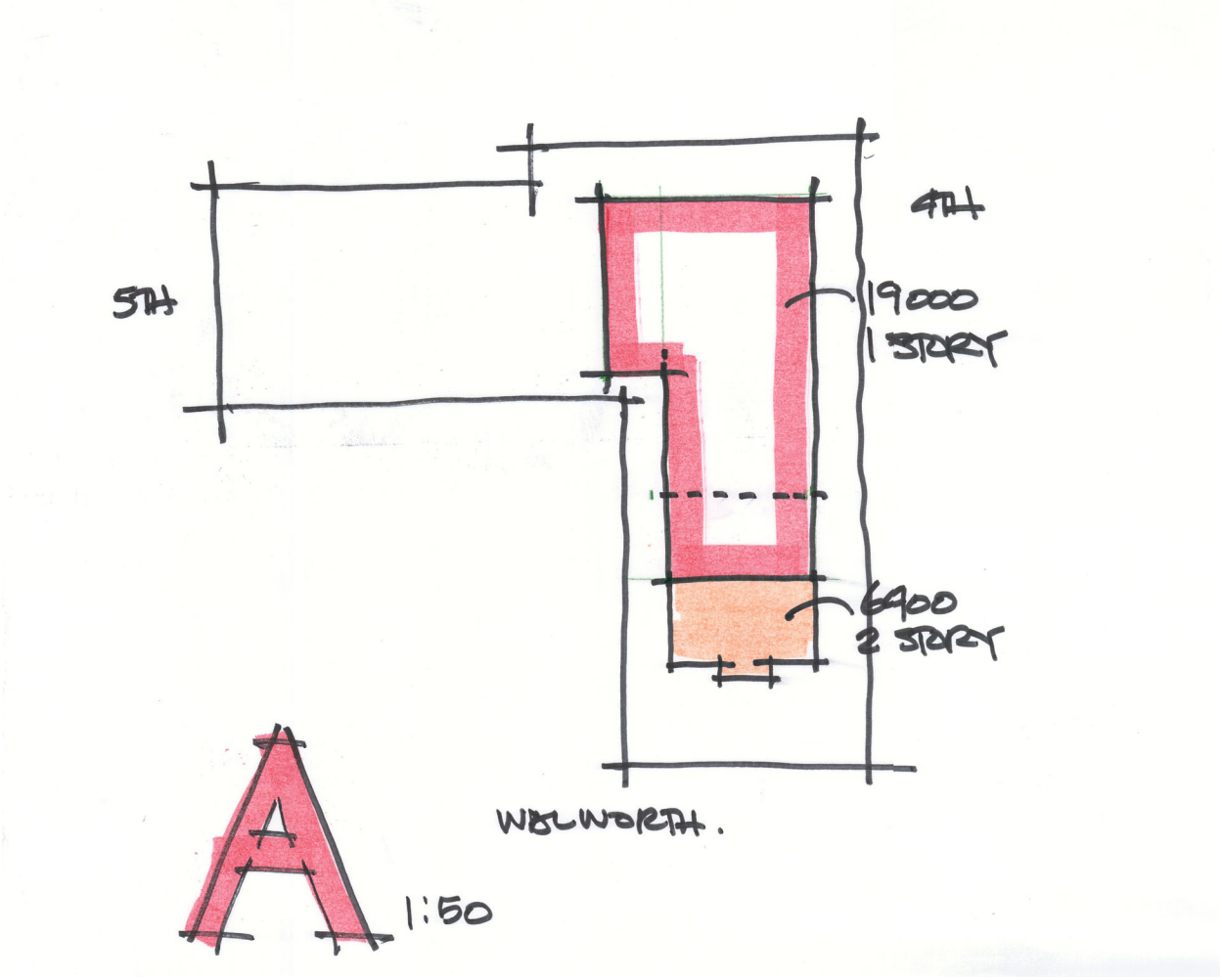

KEY NOTES AND SYMBOLS
LOWER LEVEL PLAN
MAIN FLOOR PLAN
DETAIL : MASONRY CONTROL JOINT
ADDITION/RENOVATION OF ARAM PUBLIC LIBRARY
404 E. WALWORTH AVE. DELAVAN, WI
DRAWING DESCRIPTION FLOOR PLANS
DePietroDesignAssociates
300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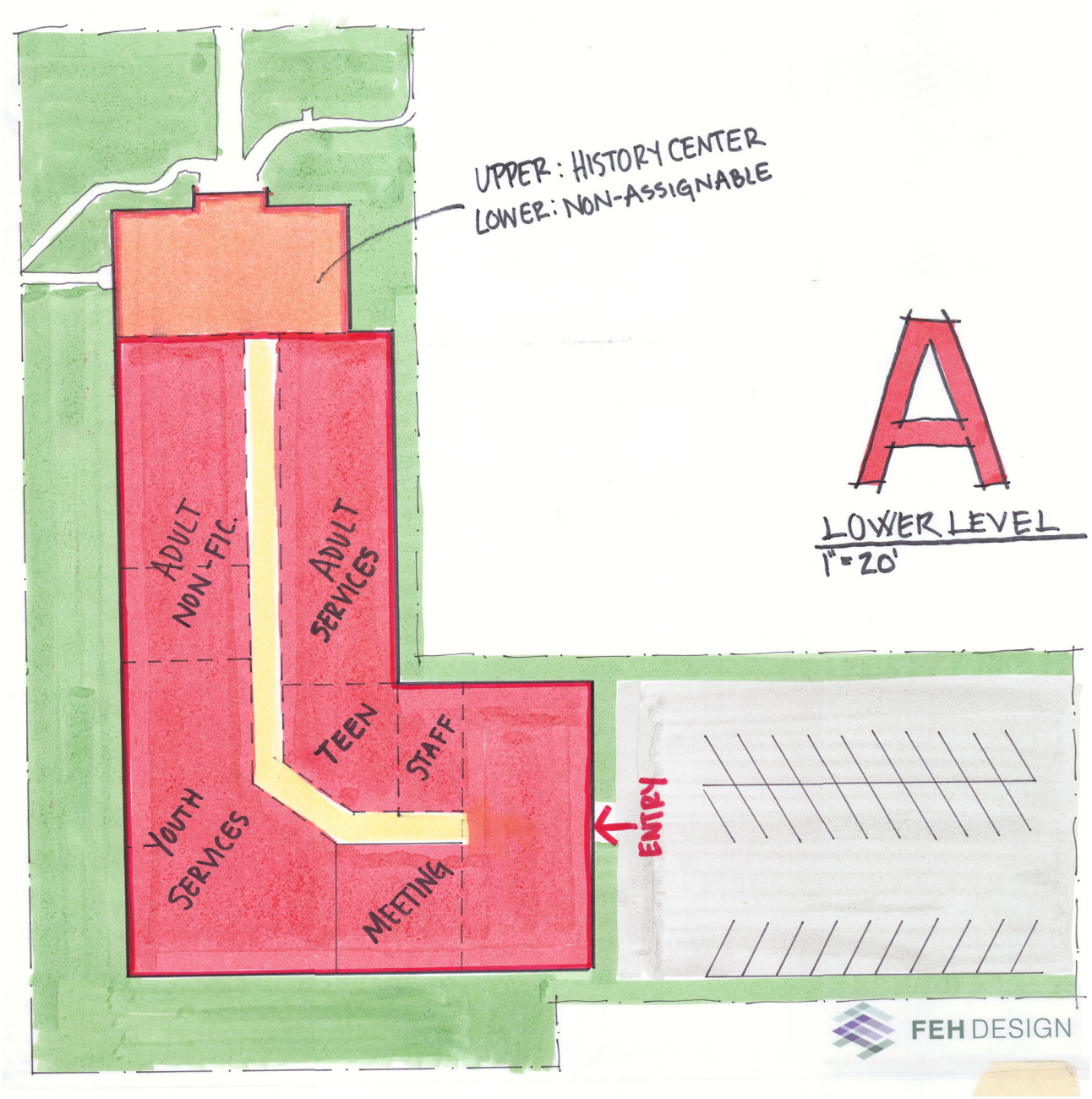
UPPER: HISTORY CENTER
LOWER: NON-ASSIGNABLE
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LOWER LEVEL
1" = 20'
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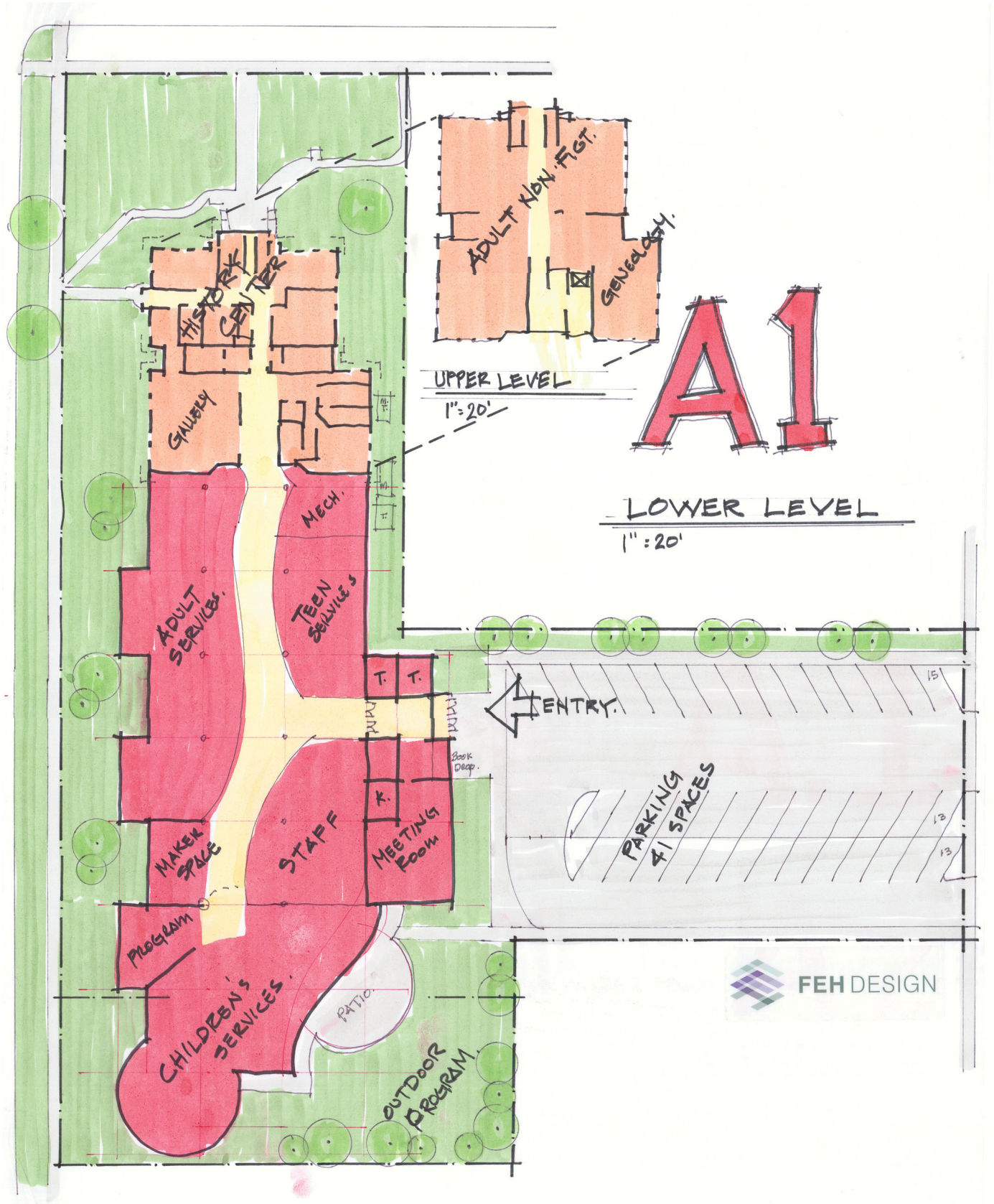
ADULT SERVICES
TEEN
STAFF
YOUTH SERVICES
MEETING
ENTRY
FEH DESIGN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HISTORY CENTER
GALLERY
LOWER LEVEL
1" = 20'
MECH.
ADULT SERVICES
TEEN SERVICES
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ENTRY
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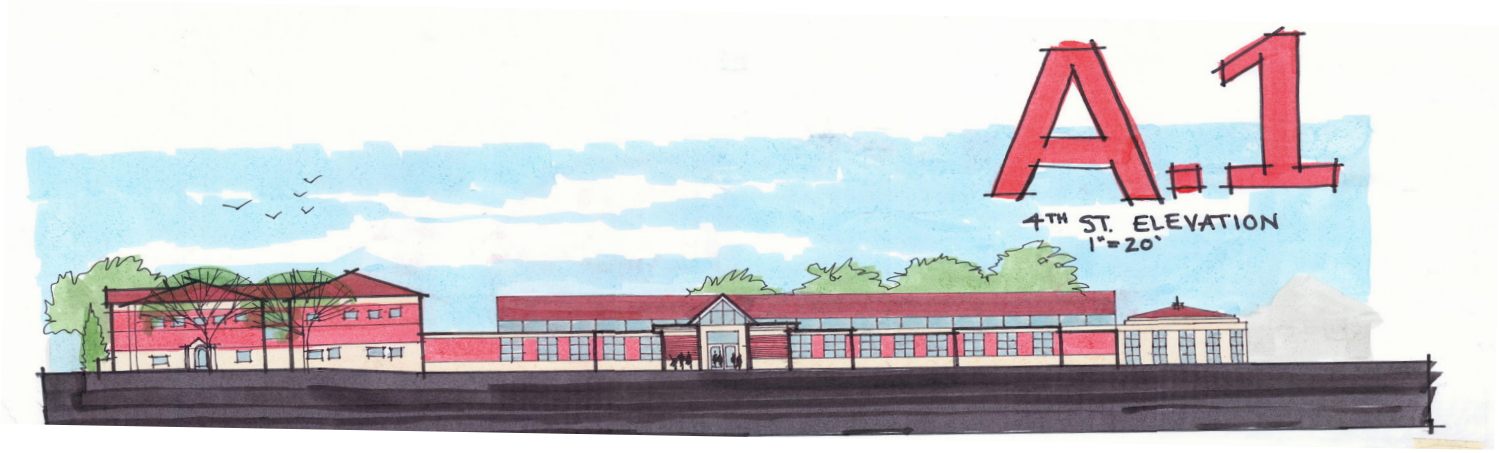
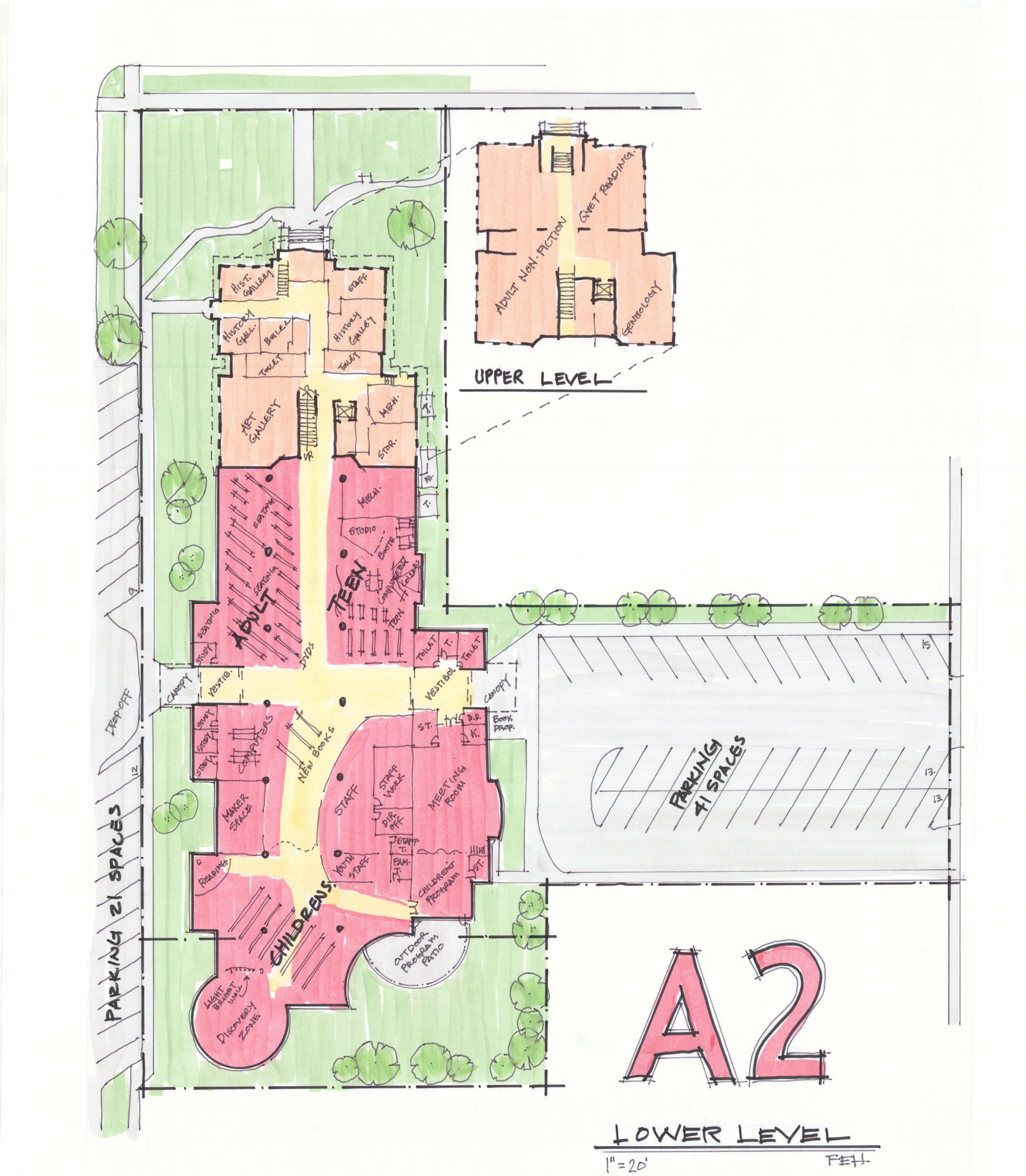
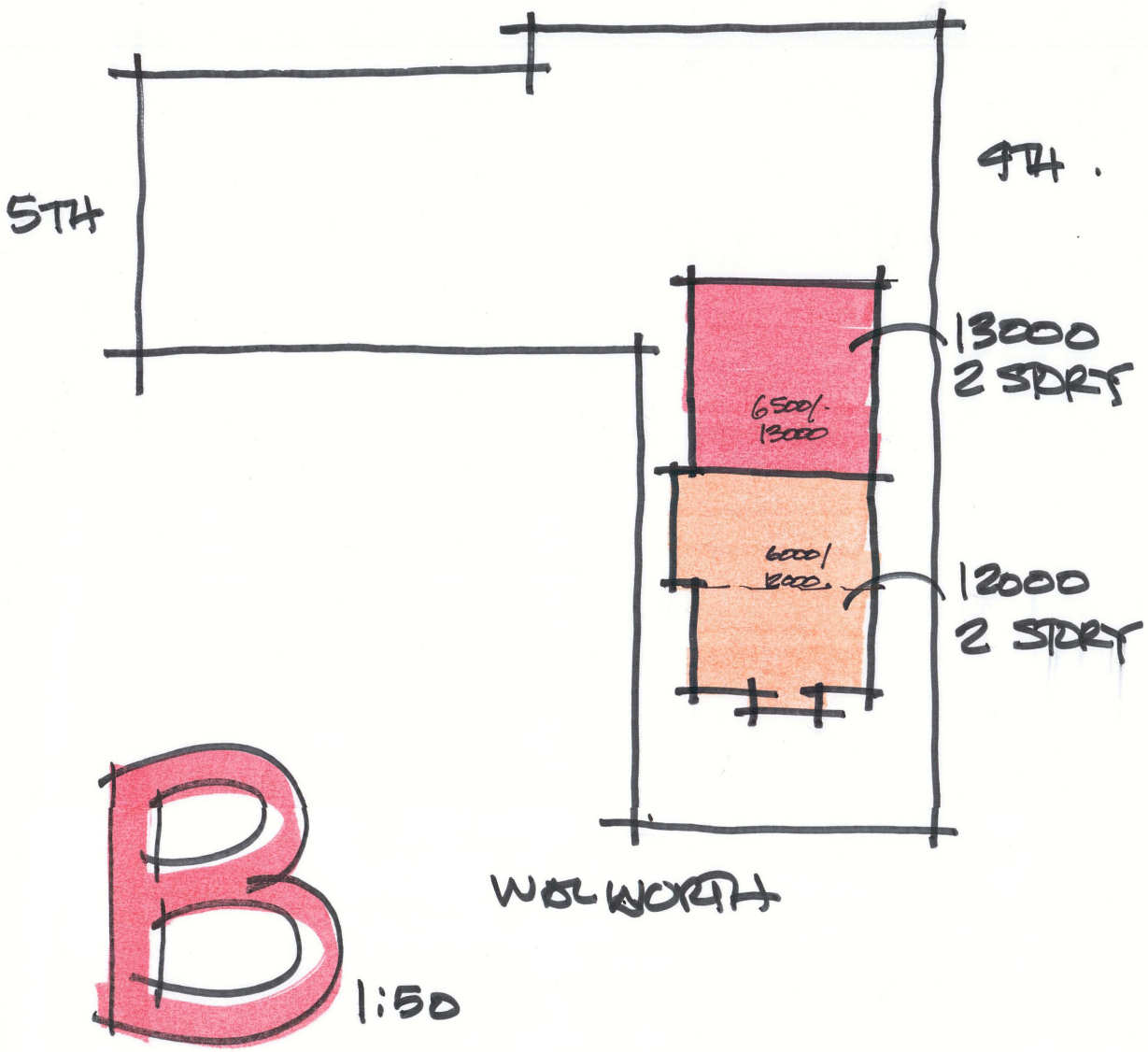
K.
MAKER SPACE
STAFF
MEETING ROOM
PROGRAM
CHILDREN'S SERVICES
PATIO
OUTDOOR PROGRAM
PARKING
41 SPACES
15
13
13
FEH DESIGN


A-1
4TH ST. ELEVATION
1"=20'


UPPER LEVEL
ADULT NON-FICTION
QUIET READING
HIST. GALLERY
HISTORY GALLERY
ART GALLERY
MECH.
STOR.
ADULT
TEEN
STUDIO
NEW BOOKS
STAFF
MEETING ROOM
MAKER SPACE
CHILDRENS
DISCOVERY ZONE
OUTDOOR PROGRAM PATIO
CANOPY
DROP-OFF
PARKING 21 SPACES
PARKING 41 SPACES
A2
LOWER LEVEL
1" = 20'
FEH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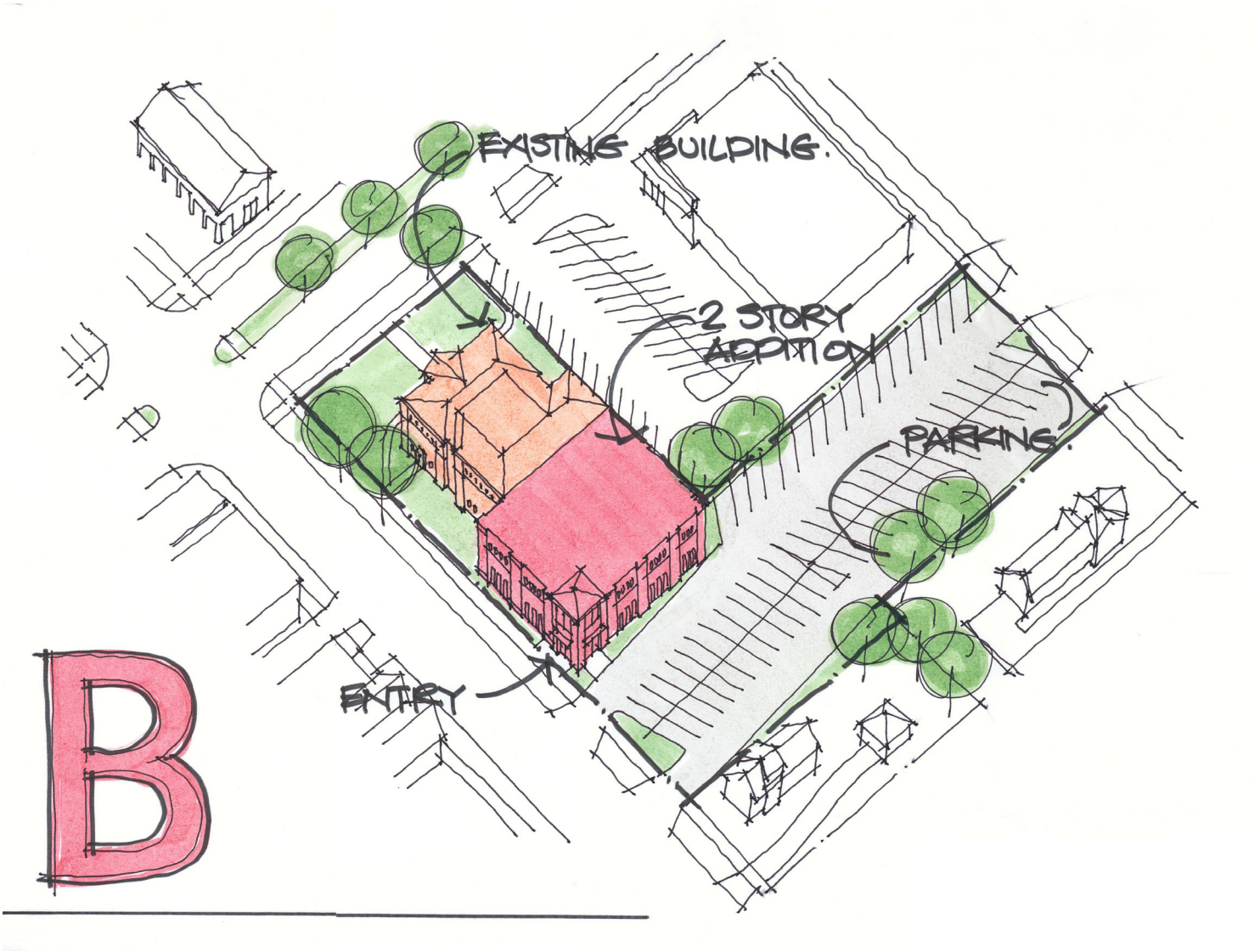
2 STORY
WOOLWORTH
B
1:50


EXISTING BUILDING
2 STORY ADDITION
PARKING
ENTRY
B


4TH STREET
5TH STREET
HISTORICAL SOCIETY HISTORY CENTER
TECH SERVICES
MECH.
CH. PROG.
CHILDREN'S COLLECTION
MEETING ROOM
ENTRY
ENTRY
ADULT NON-FICTION
STAFF
TEENS
TECH.
STAFF
NEW
ADULT BROWSING COLLECTION
UPPER LEVEL
(76) PARKING SPACES
B
FEH DESIGN


B
WEST ELEVATION 4TH STREET


GALLERY
HIST. STAFF
ENTRY GALLERY
MECH
GALLERY
OUTDOOR PROGRAM AREA
GALLERY WALL
TECH SERVICES
MECH
4TH STREET
STORY TIME
CHILDREN'S
DISCOVERY
ENTRY
ENTRY
MEETING ROOMS
ENTRY
B1
ADULT NON FICTION
QUIET
STAFF WORKROOM
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MAKER SPACE
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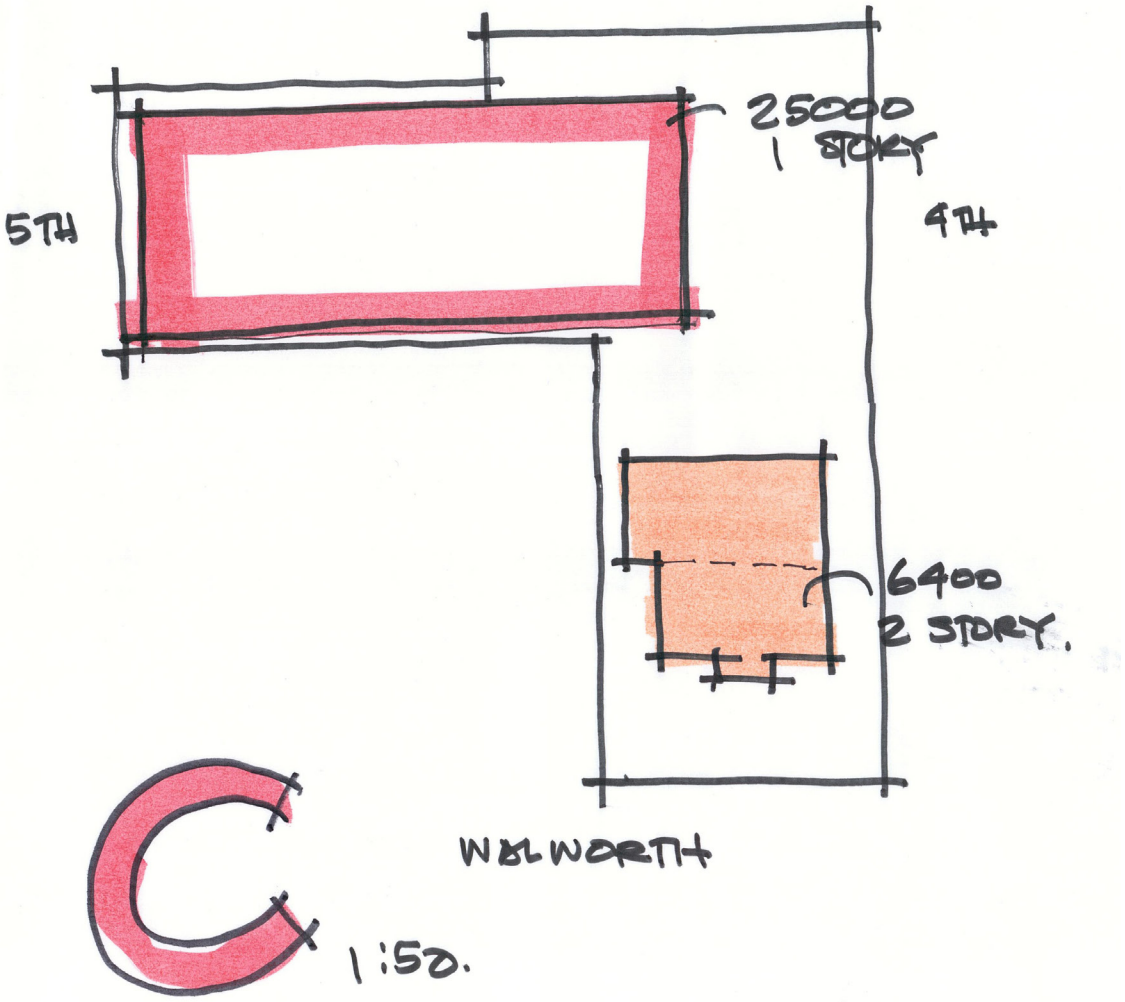
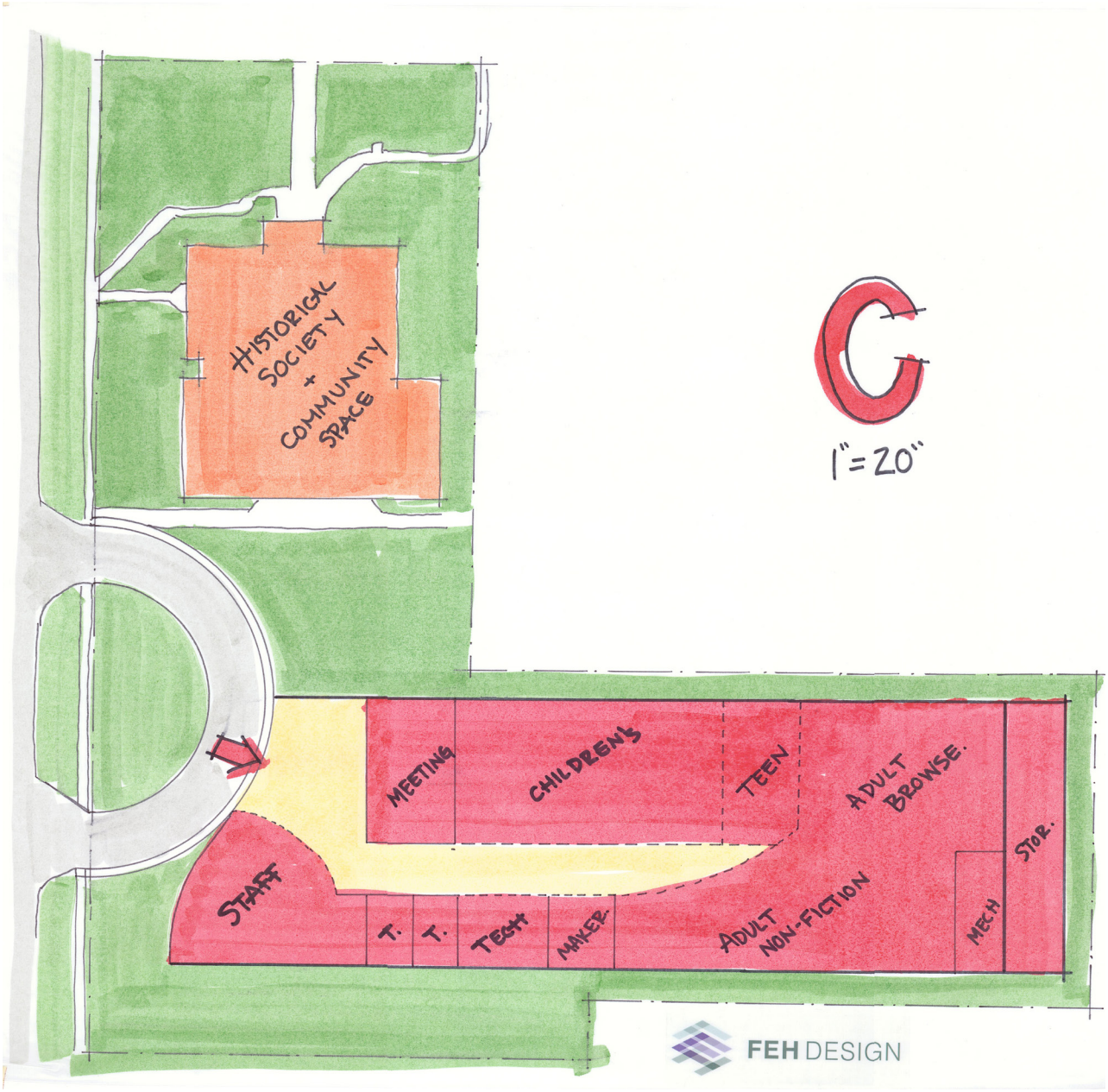
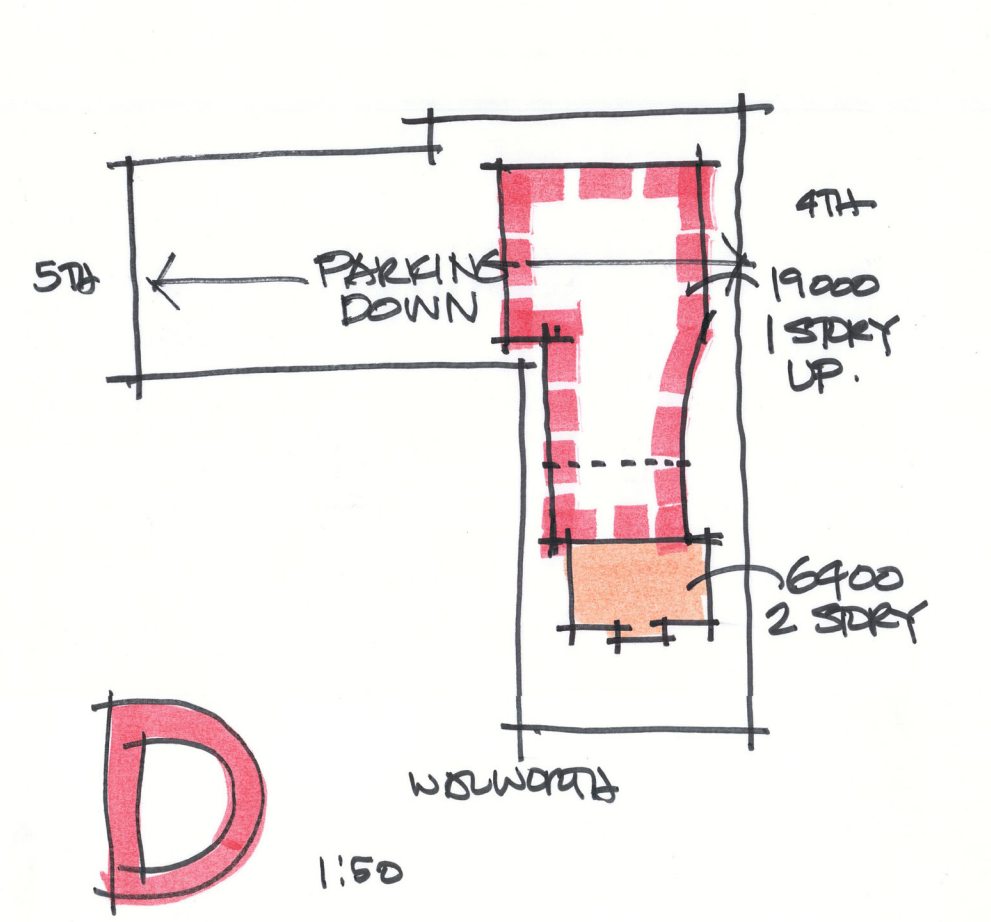
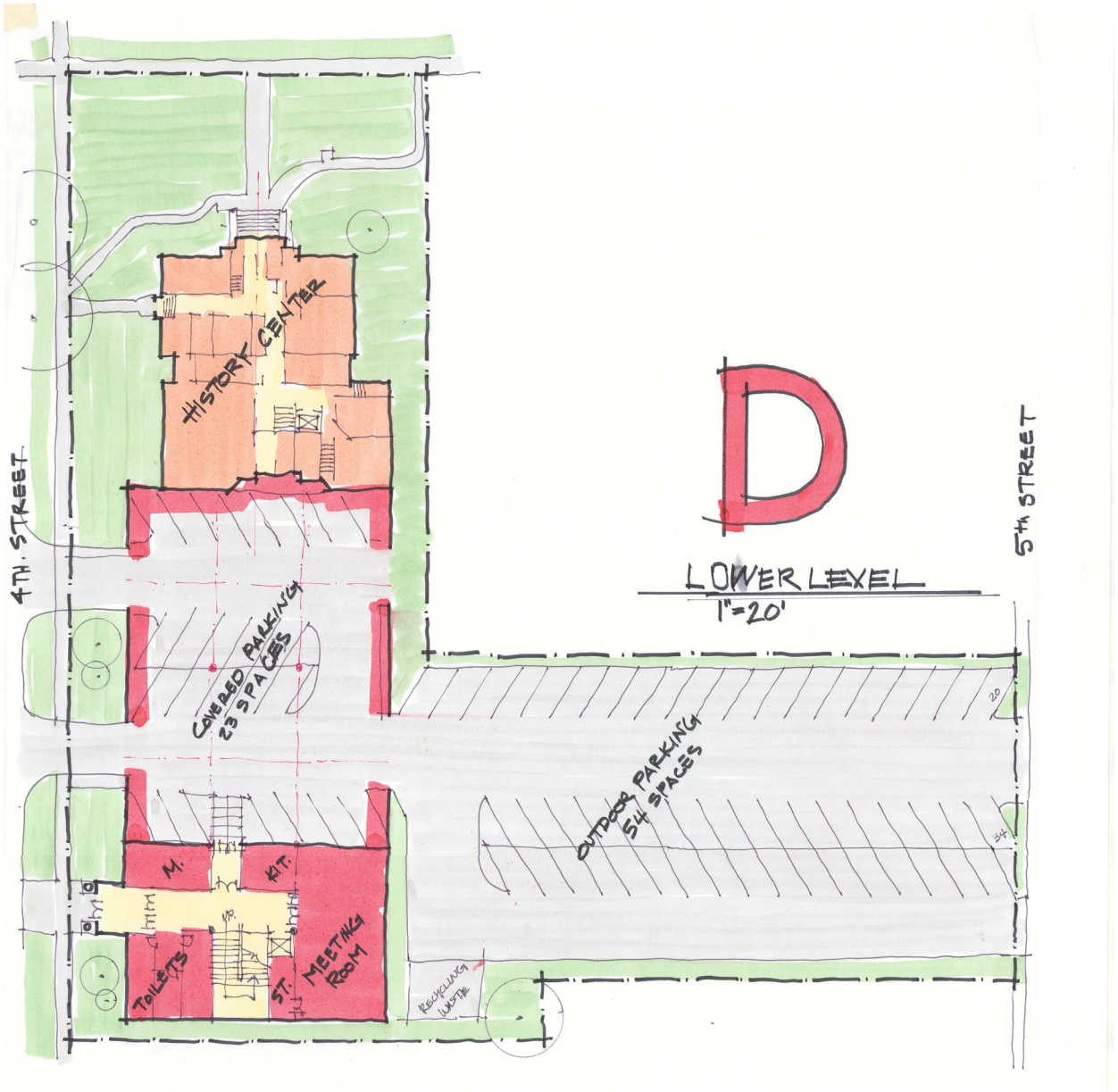
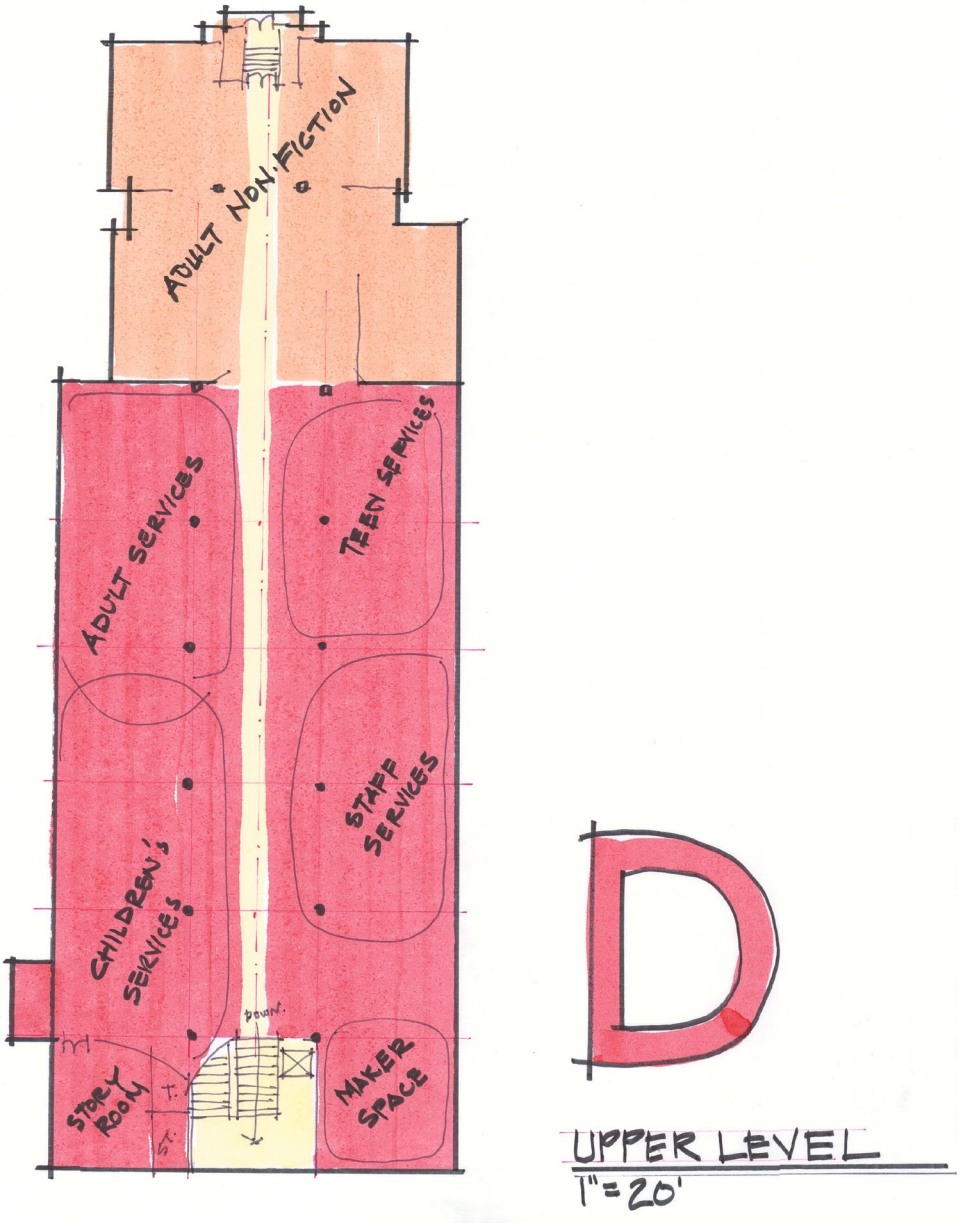
STUDY
ADULT BROWSING
OPEN
BUSINESS CENTER
5TH. STREET
UPPER LEVEL PLAN
PATIO/SCULPTURE GARDEN
68 PARKING SPACES
16
15
16
13

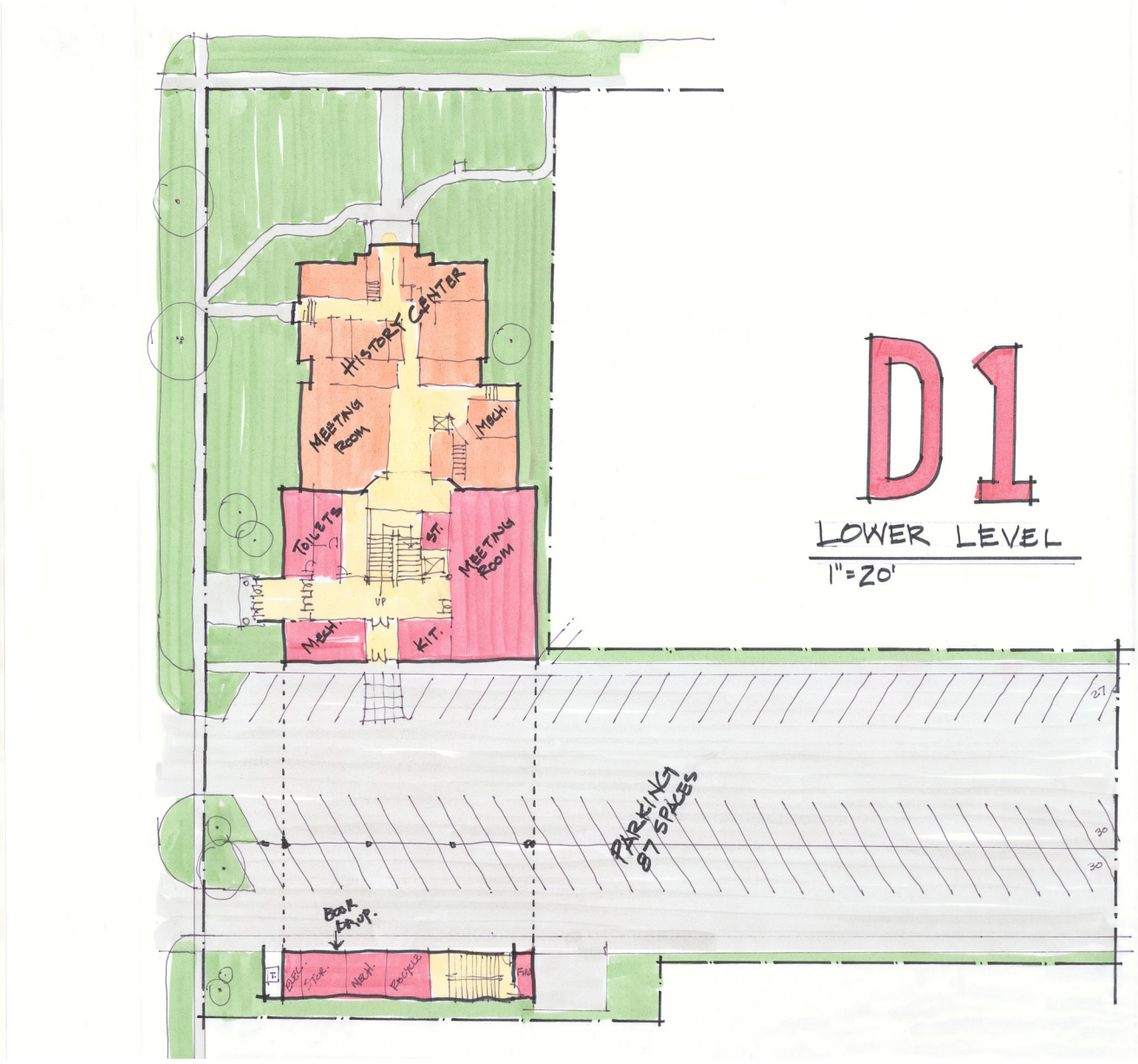

25000
1 STORY
5TH
4TH
6400
2 STORY.
WALWORTH
C
1:50.

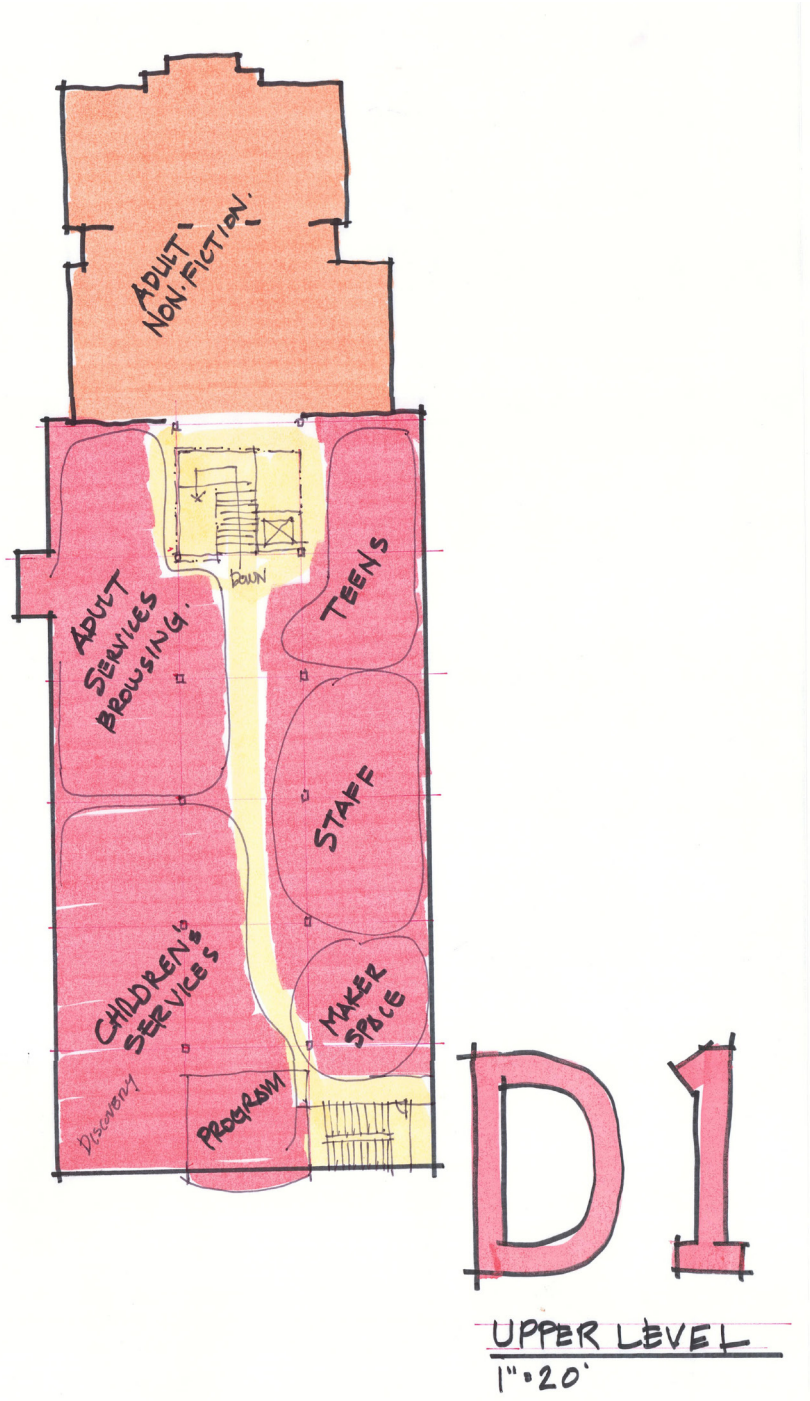

HISTORICAL SOCIETY + COMMUNITY SPACE
C
1" = 20"
MEETING
CHILDREN'S
TEEN
ADULT BROWSE
STOR.
STAFF
T.
T.
TECH
MAKER
ADULT NON-FICTION
MECH
FEH DESIGN

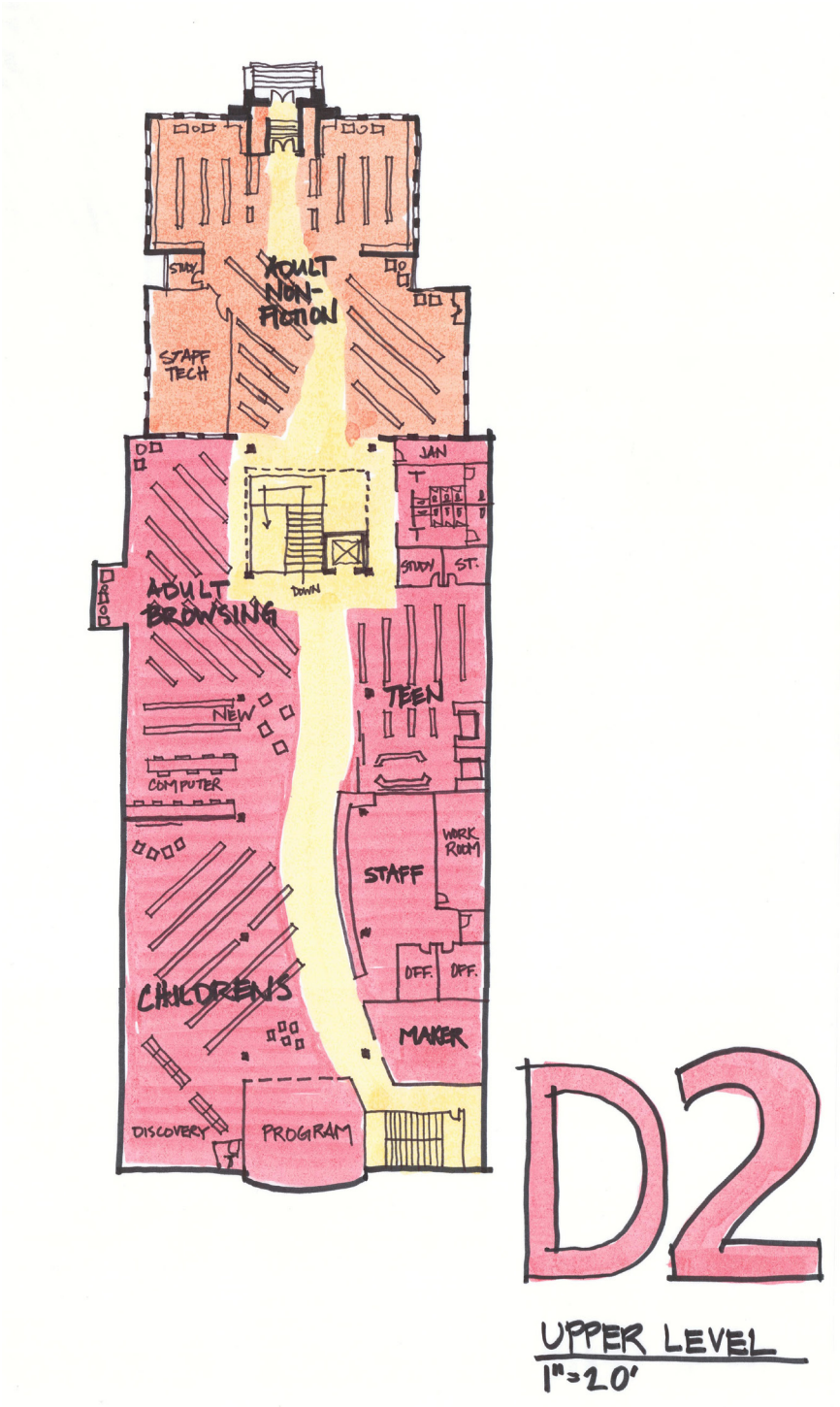

4TH
5TH
PARKING DOWN
19000
1 STORY UP.
6400
2 STORY
WOOLWORTH
D
1:50

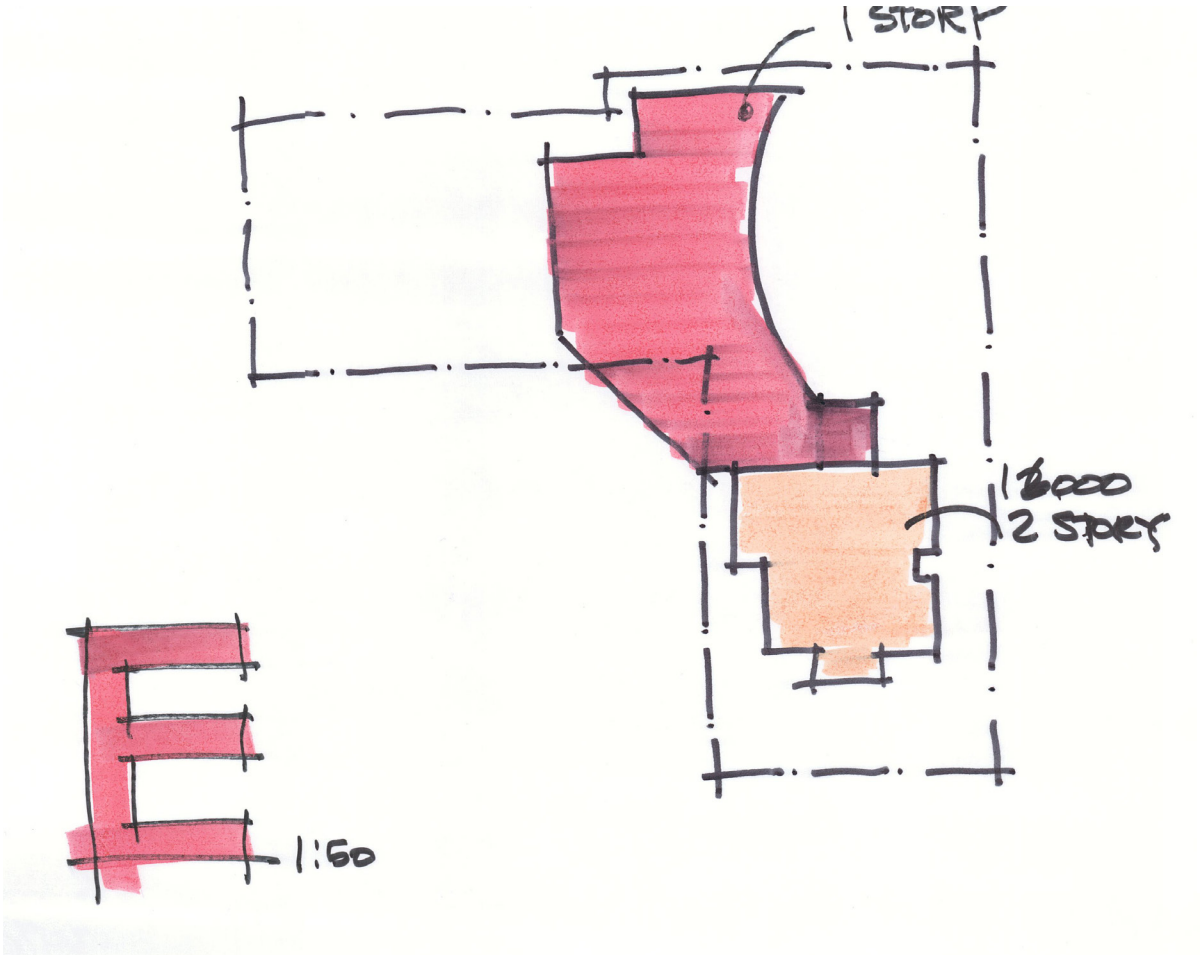

D
LOWER LEXEL
1"=20'
4TH. STREET
5TH STREET
HISTORY CENTER
COVERED PARKING
23 SPACES
OUTDOOR PARKING
54 SPACES
M.
KIT.
TOILETS
ST.
MEETING ROOM
RECYCLING
LOADING

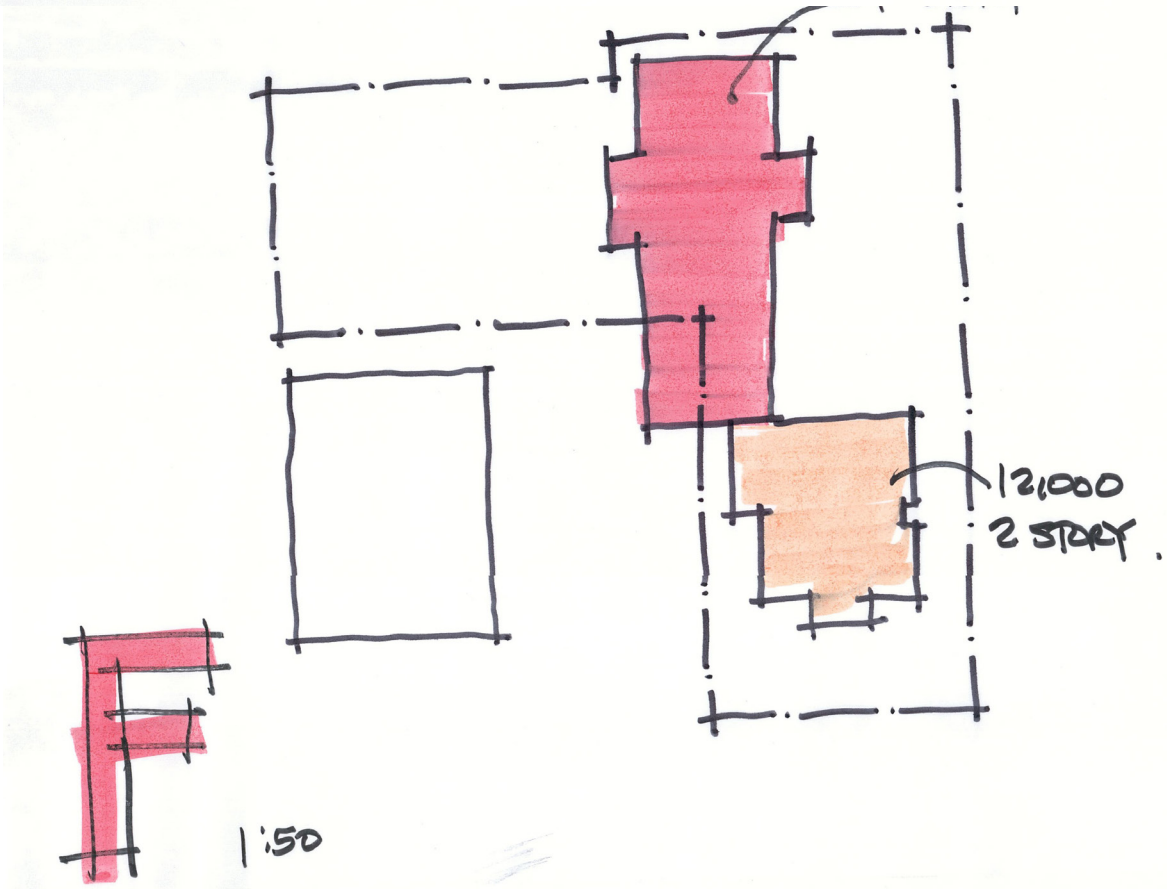

ADULT NON-FICTION
ADULT SERVICES
TEEN SERVICES
STAFF SERVICES
CHILDREN'S SERVICES
STORY ROOM
MAKER SPACE
D
UPPER LEVEL
1"=20'

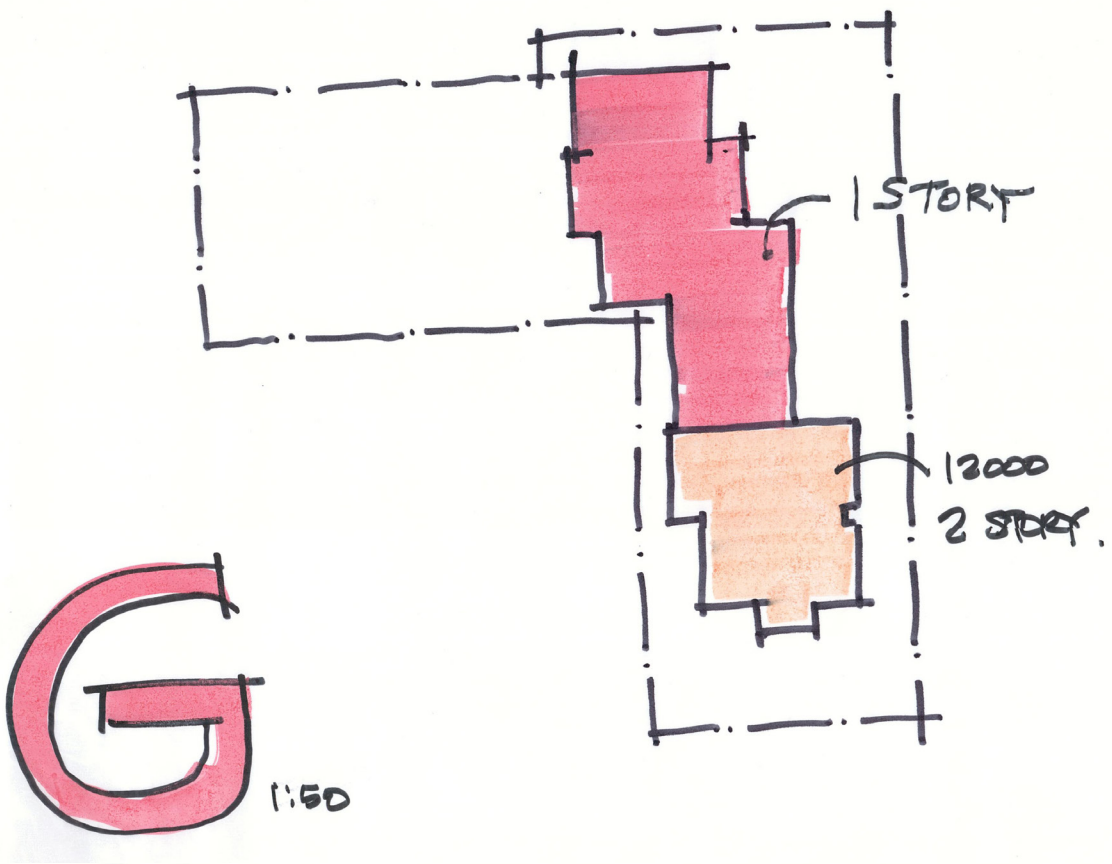

HISTORY CENTER
MEETING ROOM
MECH.
TOILETS
ST.
MEETING ROOM
VP
MECH.
KIT.
D1
LOWER LEVEL
1"=20'
PARKING
87 SPACES
27
30
30
BOOK DROP.
MECH.
RECYCLE

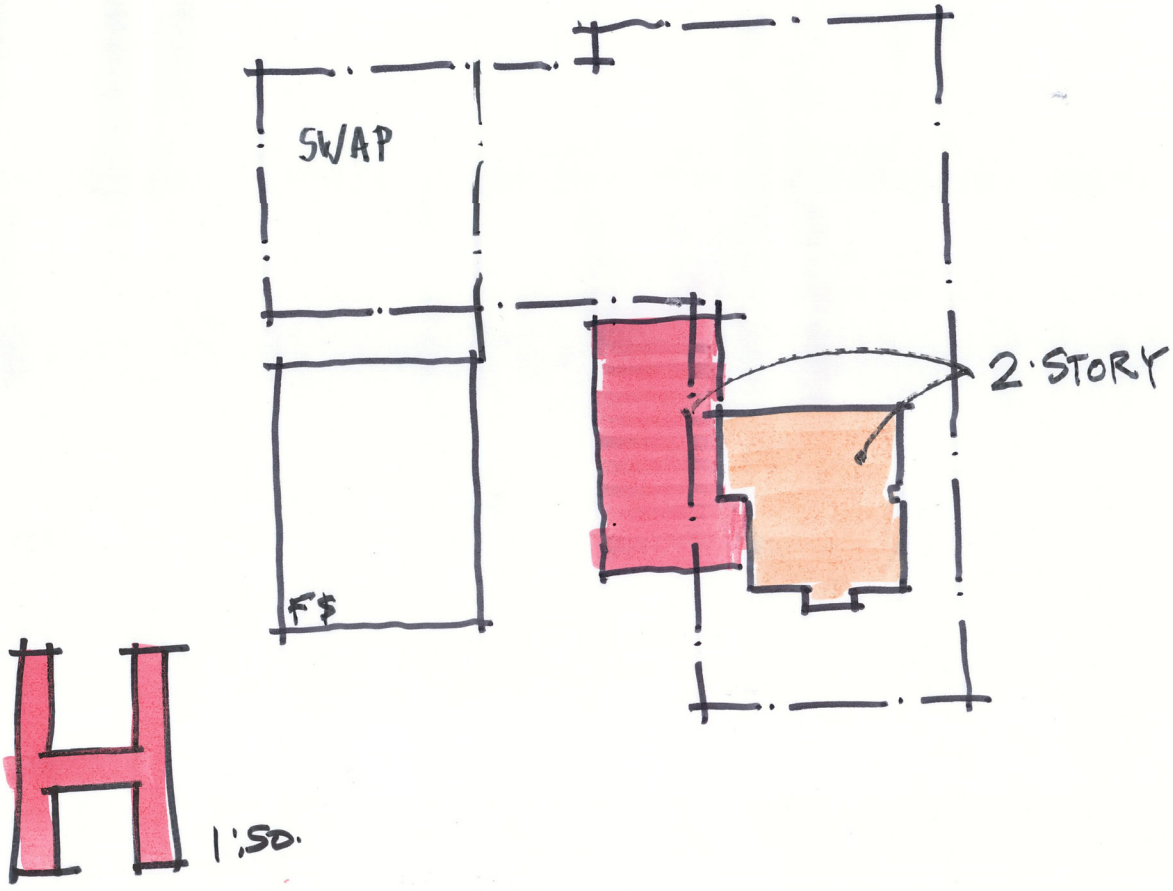

ADULT NON-FICTION
ADULT SERVICES BROWSING
TEENS
DOWN
STAFF
CHILDREN'S SERVICES
MAKER SPACE
Discovery
PROGRAM
D1
UPPER LEVEL
1" = 20'

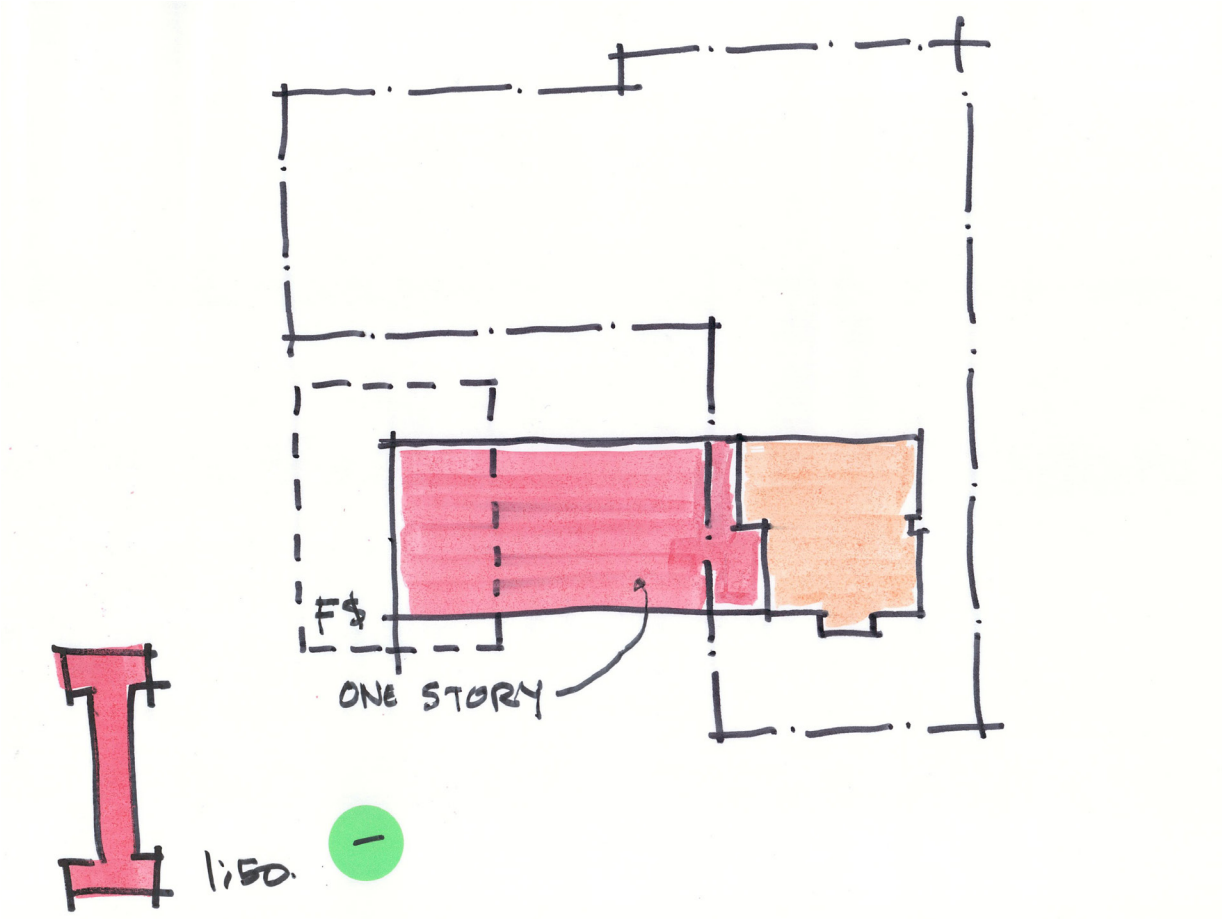

ADULT NON-FICTION
STAFF TECH
JAN
STUDY
ST.
DOWN
ADULT BROWSING
NEW
TEEN
COMPUTER
WORK ROOM
STAFF
OFF.
OFF.
CHILDRENS
MAKER
DISCOVERY
PROGRAM
D2
UPPER LEVEL
1"=20'

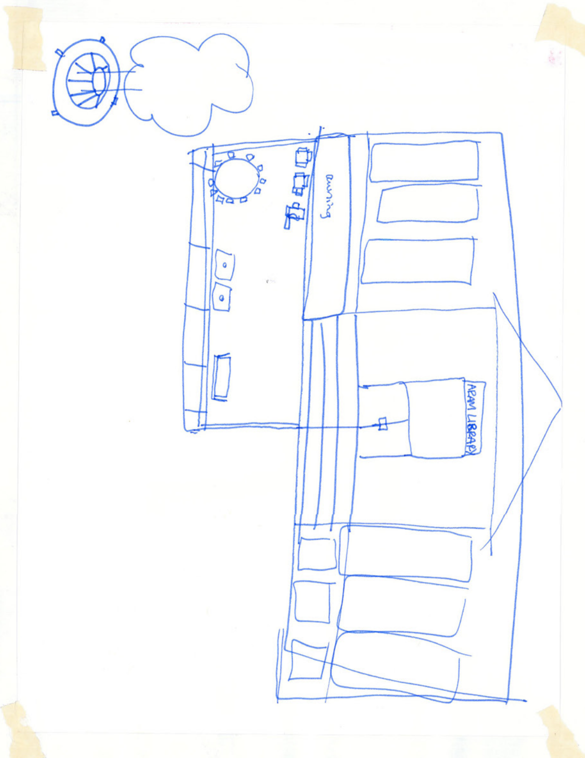

1 STORY
18,000
2 STORY
1:50

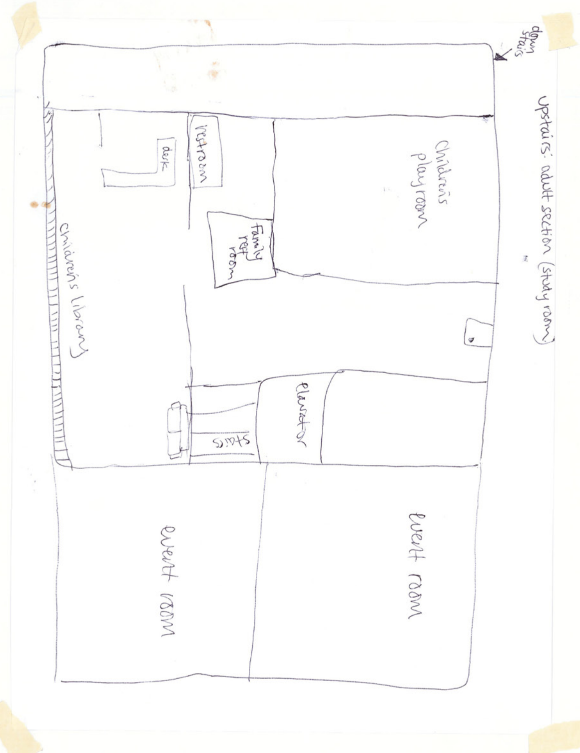

12,000
2 STORY
1:50

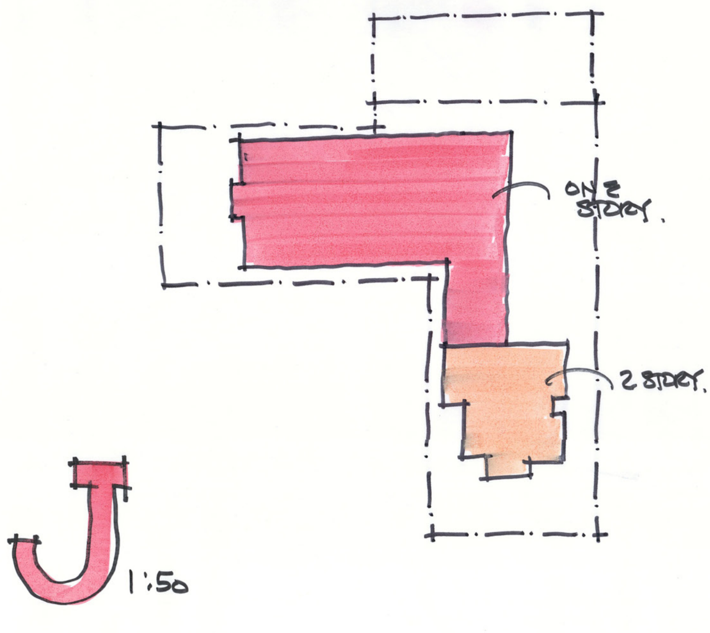

1 STORY
12000
2 STORY.
G
1:50

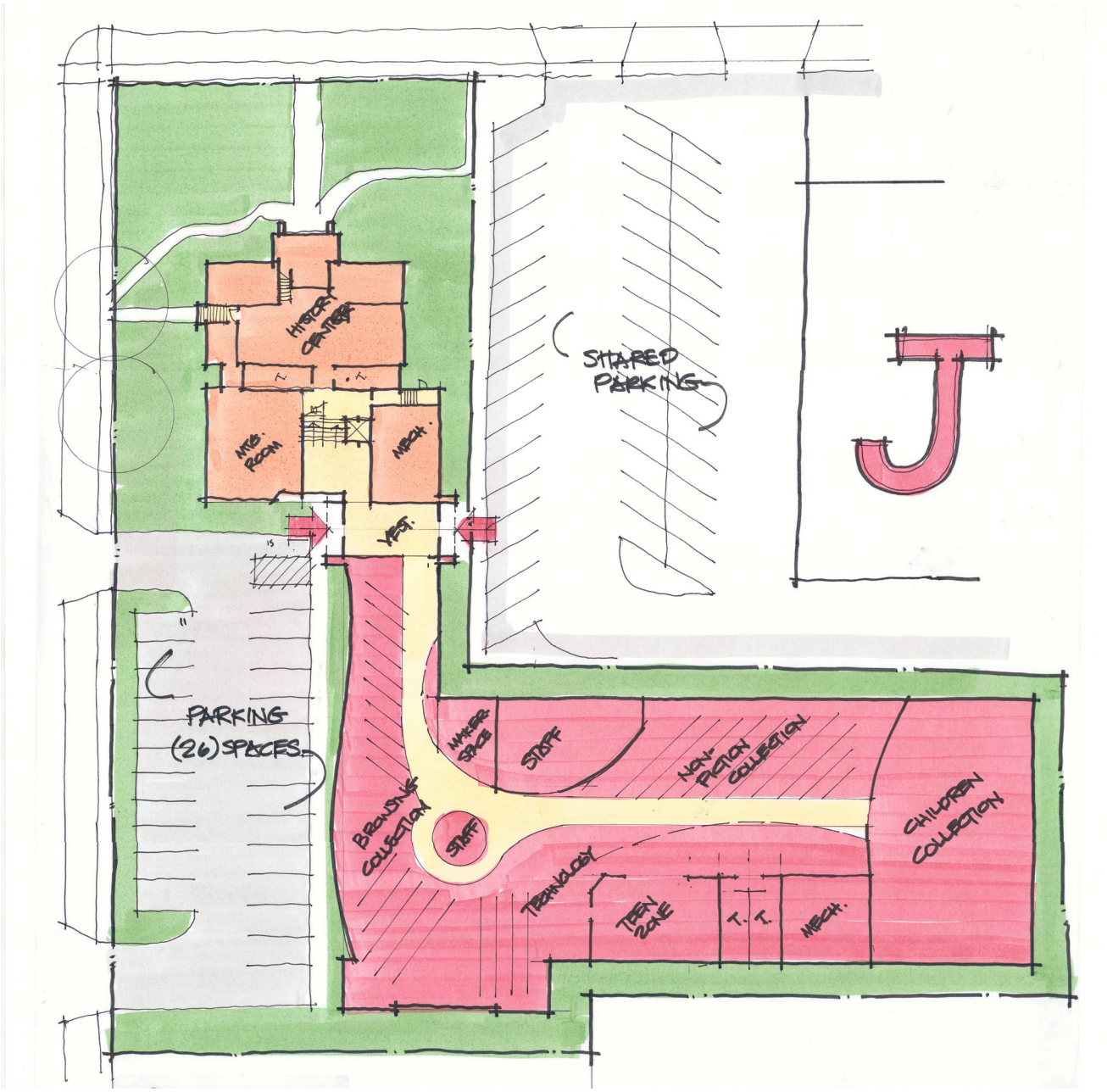

SWAP
2 STORY
FS
H
1:50.

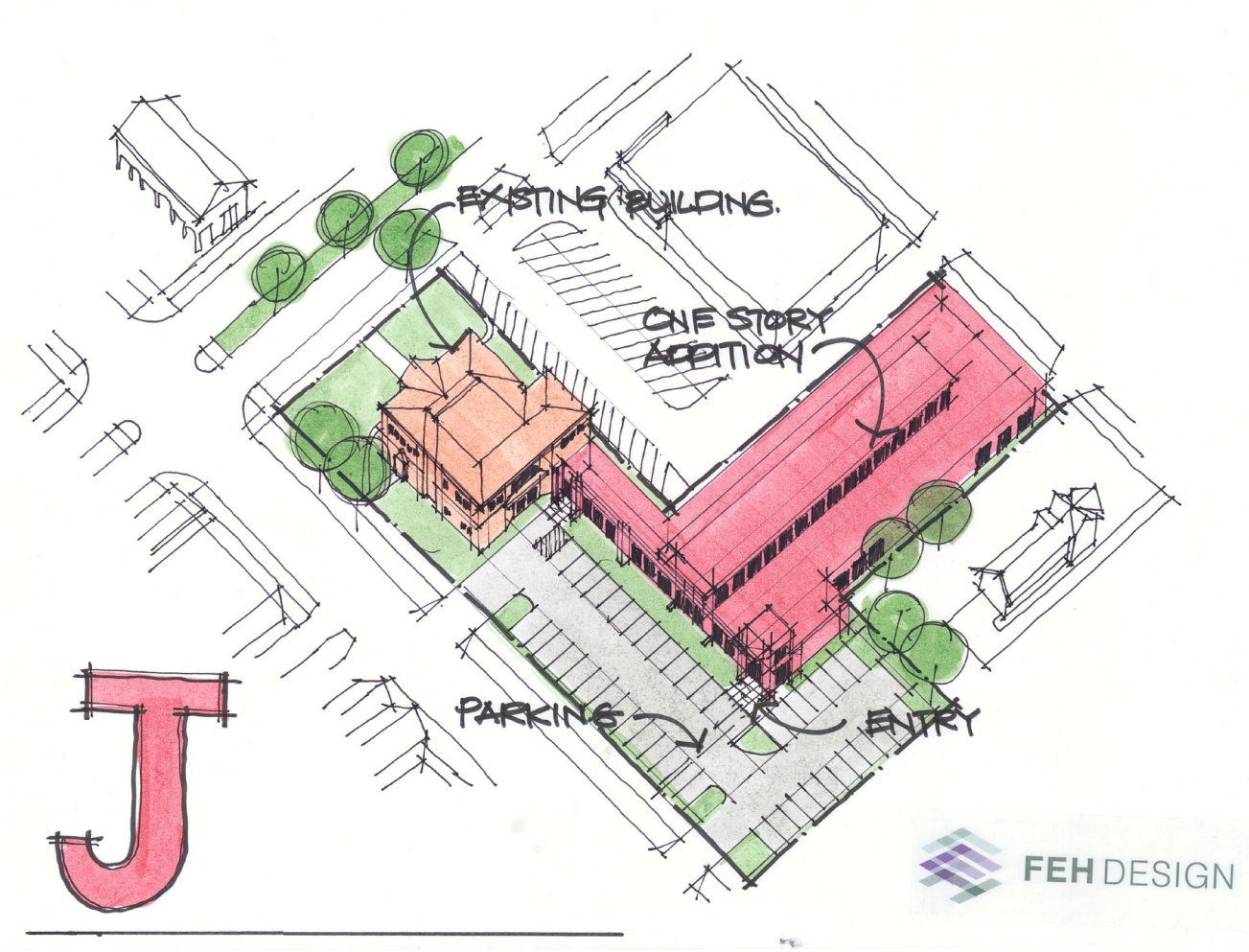

F$
ONE STORY
1:50.

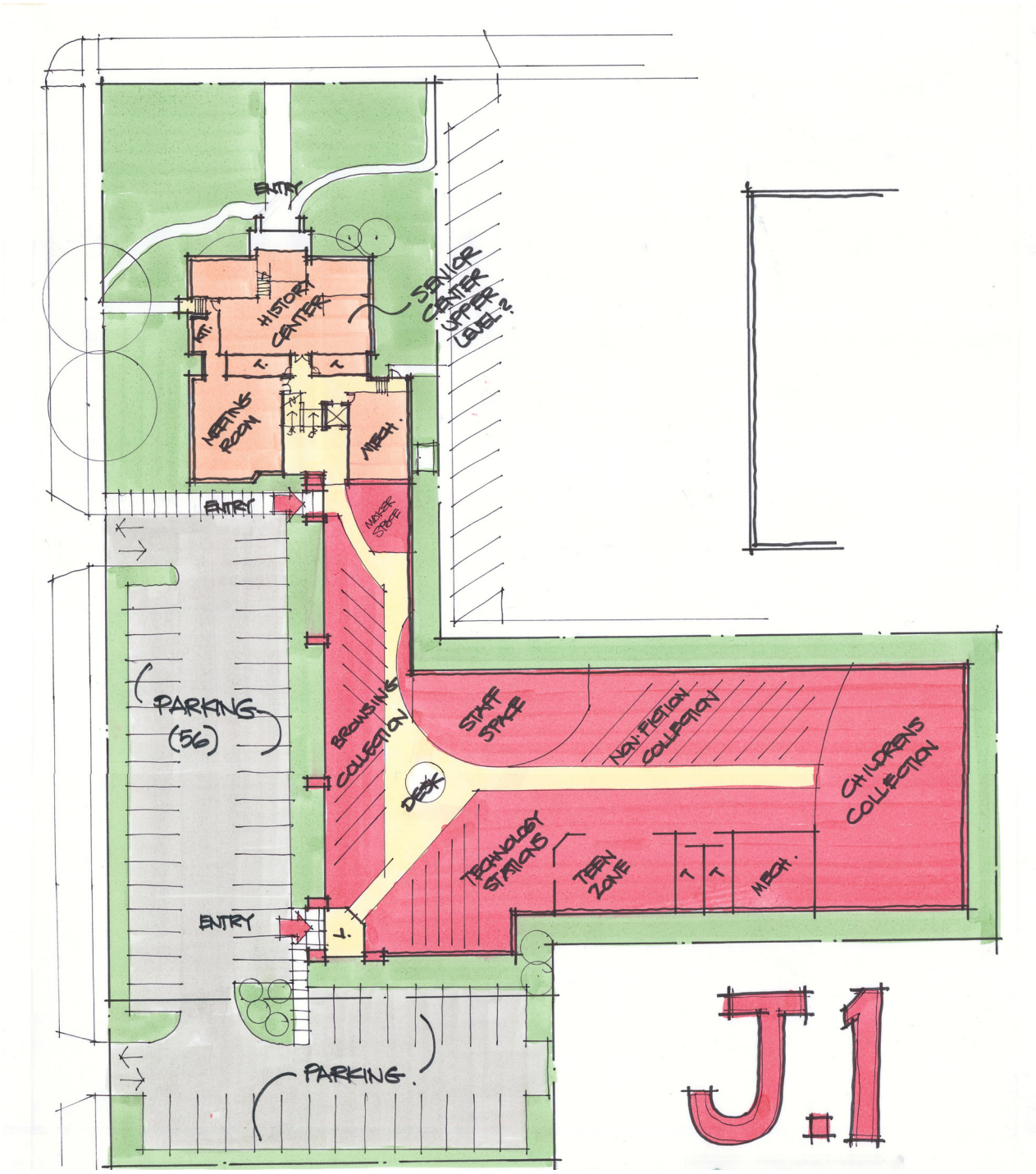

awning
ARAM LIBRARY

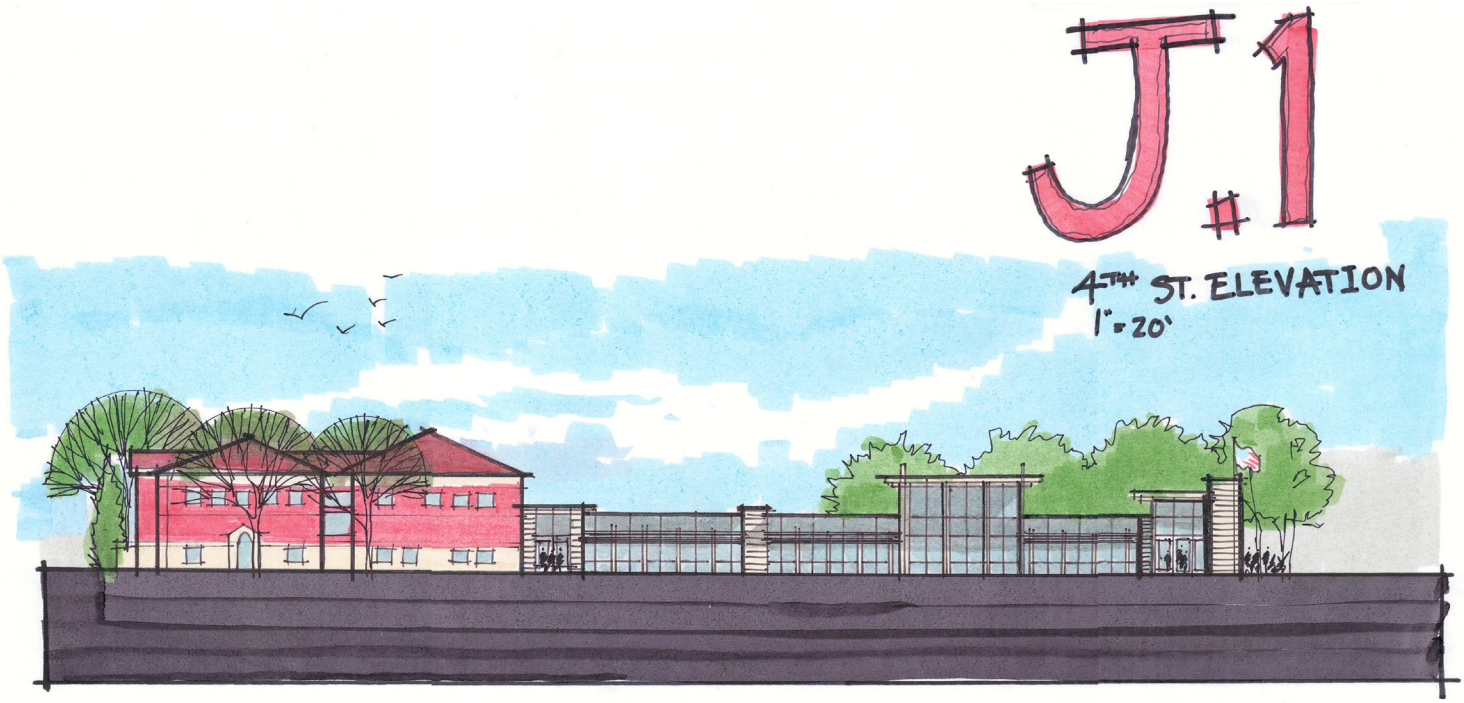

down stairs
upstairs: adult section (study room)
children's playroom
restroom
desk
family rest room
children's library
elevator
stairs
event room
event room

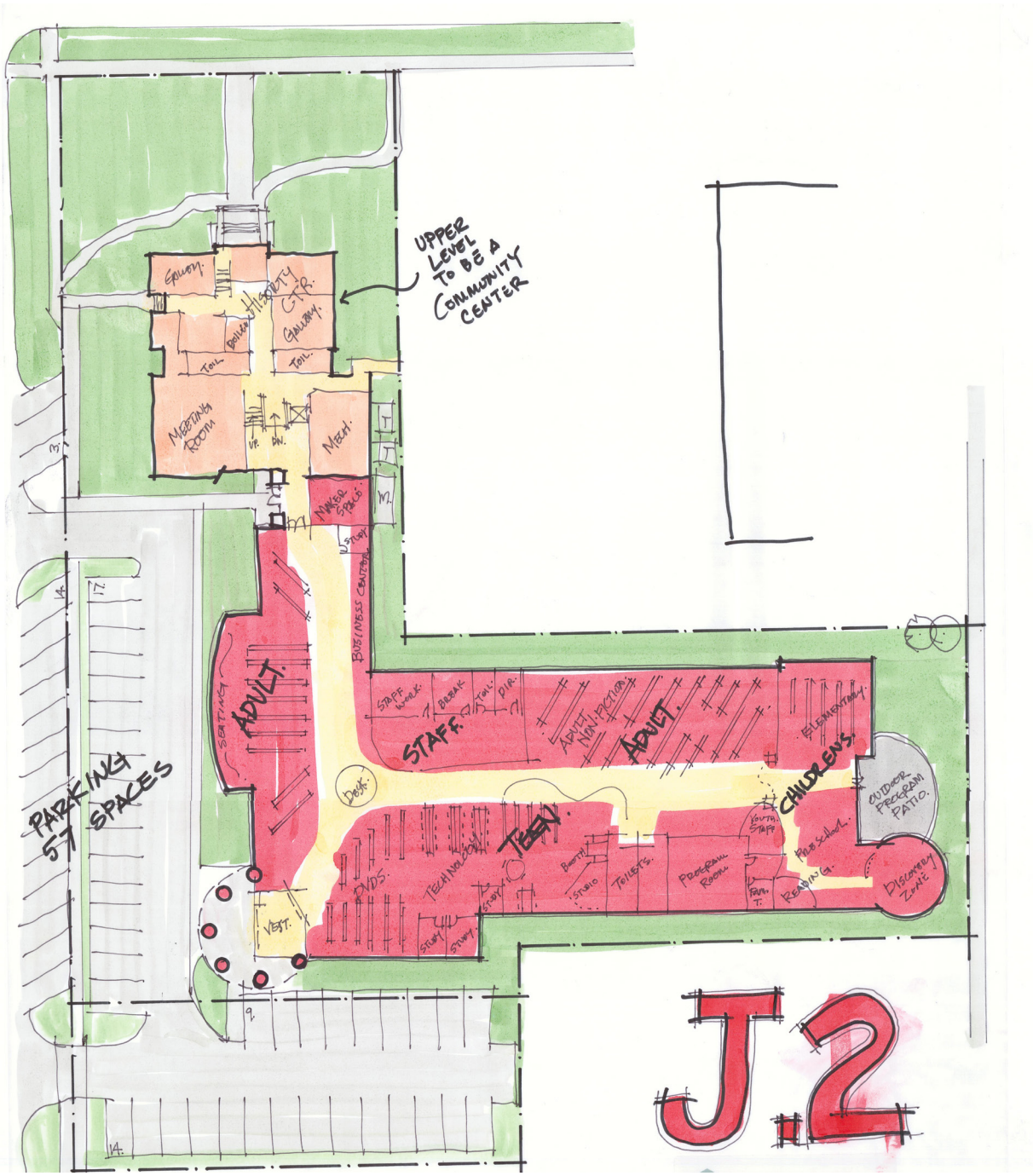

ONE STORY.
2 STORY.
1:50

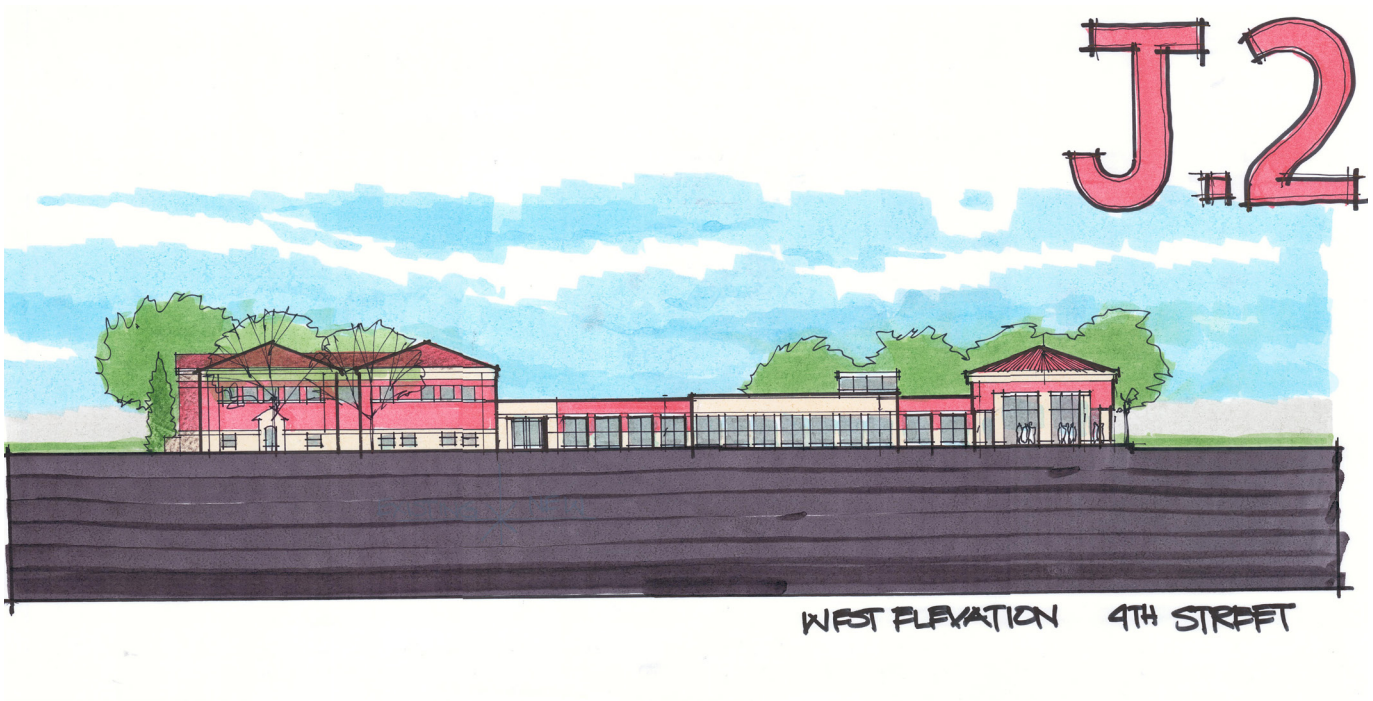

HISTORY CENTER
MTG. ROOM
MECH.
MEZZ.
SHARED PARKING
J
PARKING (26) SPACES
MAKER SPACE
STAFF
NON-FICTION COLLECTION
BROWSING COLLECTION
STAFF
CHILDREN COLLECTION
TECHNOLOGY
TEEN ZONE
T. T.
MECH.

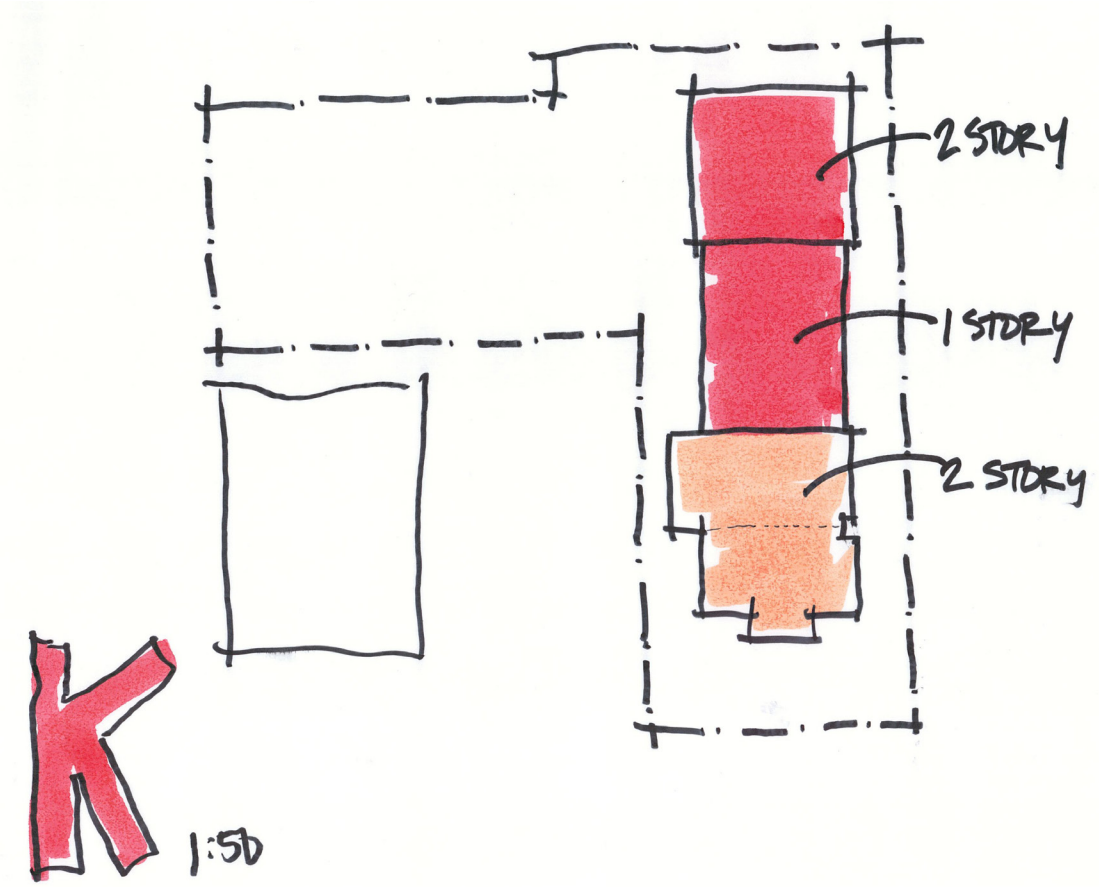

EXISTING BUILDING
ONE STORY ADDITION
PARKING
ENTRY
FEH DESIGN

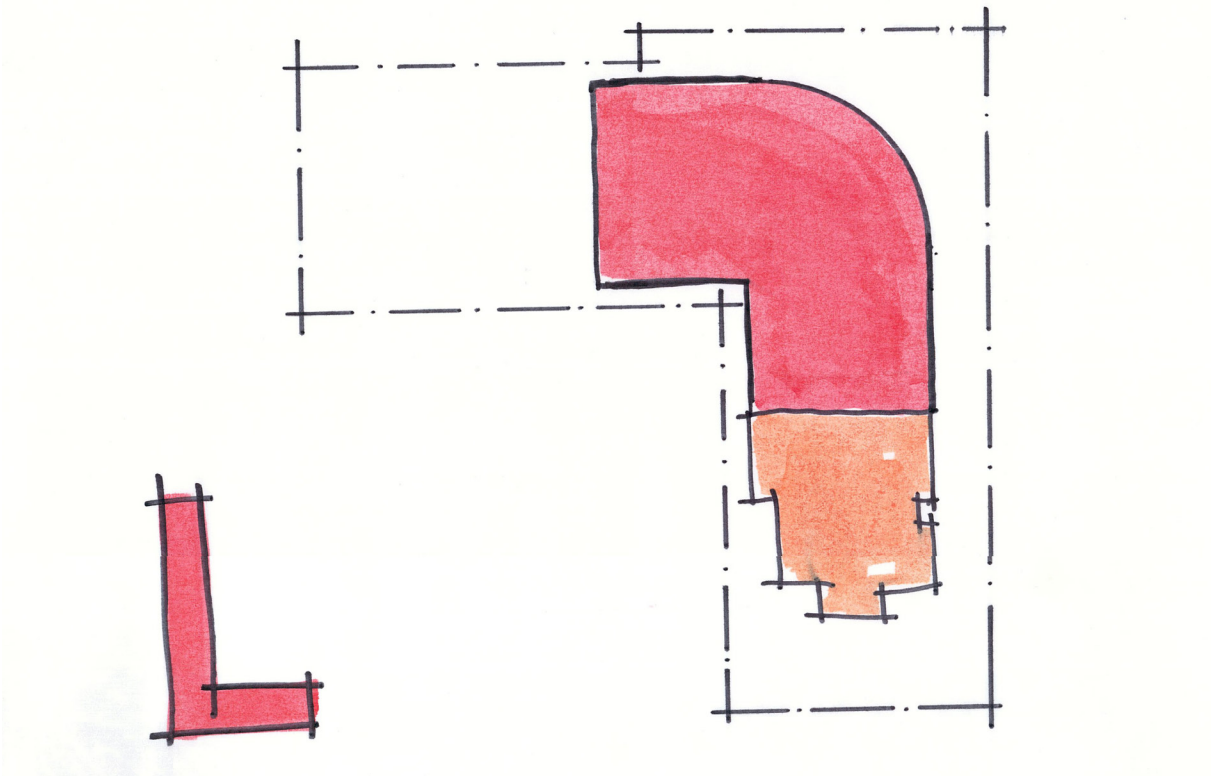

ENTRY
HISTORY CENTER
SENIOR CENTER
MEETING ROOM
MECH.
ENTRY
MAKER SPACE
PARKING (56)
BROWSING COLLECTION
STAFF SPACE
NON-FICTION COLLECTION
CHILDRENS COLLECTION
DESK
TECHNOLOGY STATIONS
TEEN ZONE
MECH.
ENTRY
PARKING
J.1

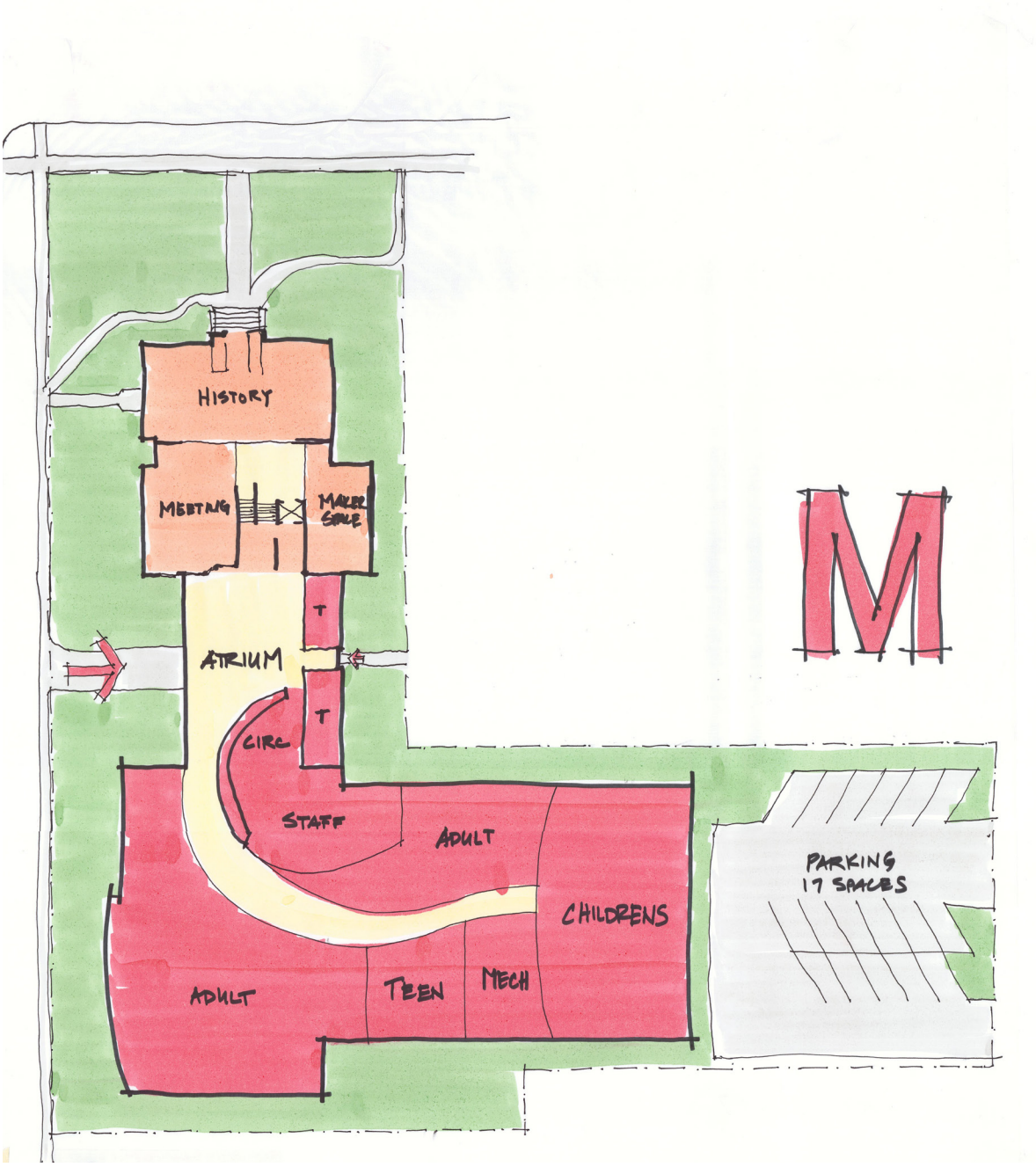

J.1
4TH ST. ELEVATION
1"=20'

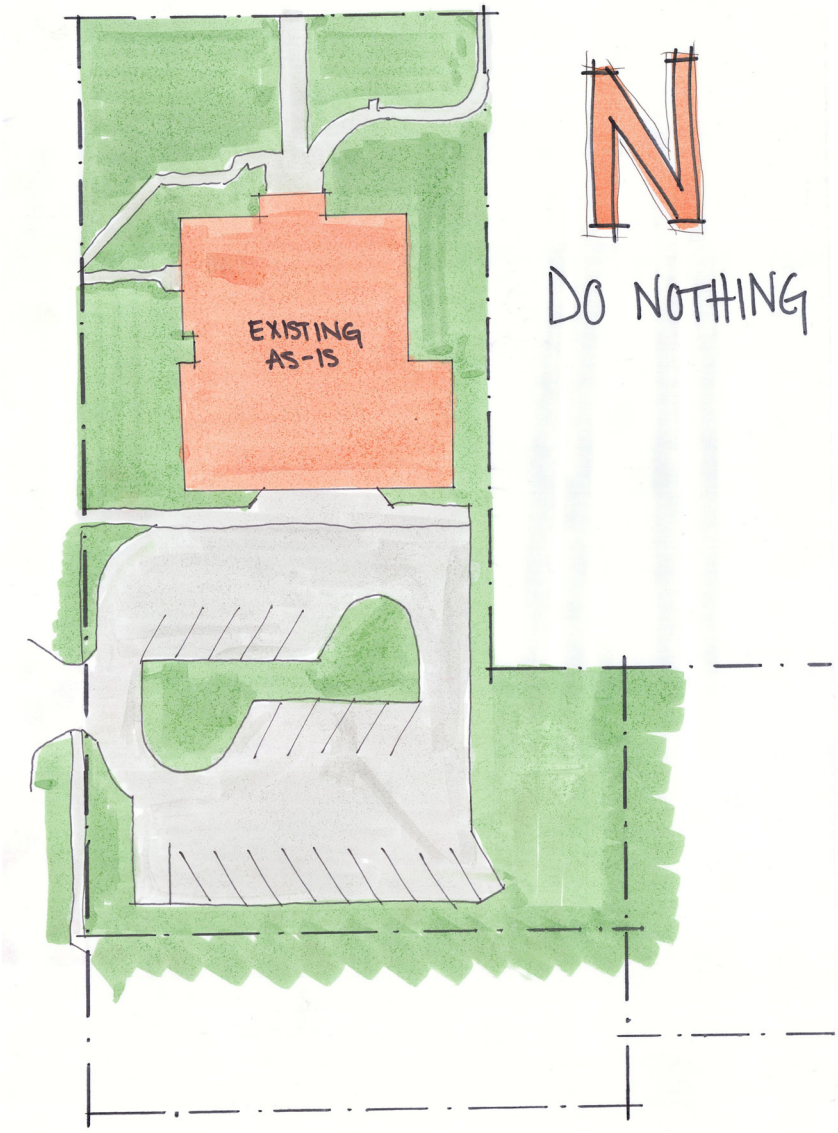

UPPER LEVEL TO BE A COMMUNITY CENTER
ADULT
STAFF
ADULT
CHILDRENS
TEEN
PARKING 57 SPACES
J2

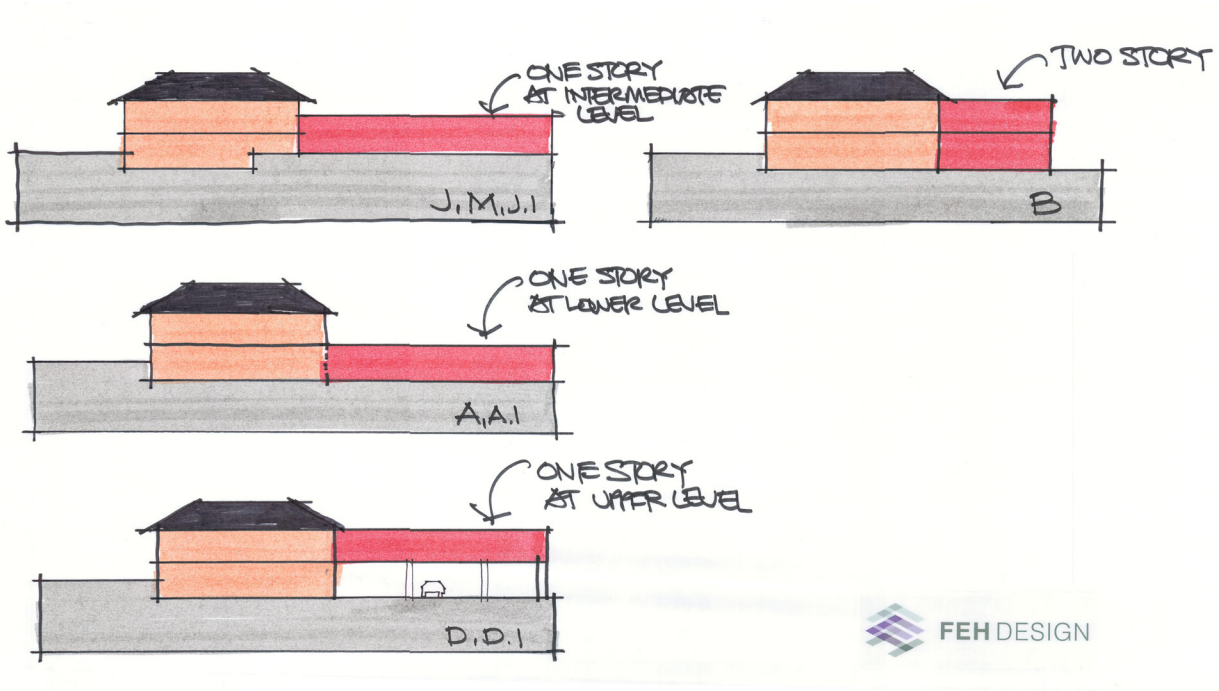

J.2
WEST ELEVATION 4TH STREET


2 STORY
1 STORY
2 STORY
1:50




HISTORY
MEETING
MAKER SPACE
T
ATRIUM
T
CIRC
STAFF
ADULT
CHILDRENS
ADULT
TEEN
MECH
PARKING
17 SPACES
M


EXISTING
AS-IS
N
DO NOTHING


ONE STORY AT INTERMEDIATE LEVEL
J, M, J.1
TWO STORY
B
ONE STORY AT LOWER LEVEL
A, A.1
ONE STORY AT UPPER LEVEL
D, D.1
FEH DESIGN

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

General Comments

Comments 2018-5-30

- Parking is a Priority - agreed
- Can a Senior Center / Community Center be Incorporated into the Design?
- Drive-up Drop Off for Books <- Yes!
- GALLERY FOR ART + HIST. SOCIETY
- ADULTS ON GROUND W/EASY ACCESS

* I like the design of "E" - With one major exception - Do not want to see the big tree cut down! No matter what design Do Not Cut Down Tree! T.Y.

- Ensure meeting room is large enough and sufficiently divisible for taxes events + all the public events the library currently holds.
- Sufficient Janitor & Delivery Space

Need large community center - Can be rented out

Need business incubator / business center space in all plans.

* awning for bad weather
more than 1 meeting rooms
revamp ele. system (smells)

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

General Comments

Comments

Childrens Playground, Interior Play area too.
Teen + Senior Spaces
Space for Crafts + Meetings – crafts for 50.

* MUST BE AN ASPIRATIONAL BUILDING IN COMMUNITY
* MUST CHALLENGE DELAVAN TO DO BETTER, WORK HARDER AN INVEST IN BUILDINGS THAT INSPIRE.
* DESIGN SHOULD NOT REVOLVE AROUND A PARKING LOT.

* DOLLAR GENERAL STORE LOT IS THE ONLY REASONABLE DESIGN LOCATION. BUILD SOMETHING WORTHY OF BEING ON THE MAIN ST.
* DO NOT TEAR DOWN MORE DELAVAN HISTORY AND LEAVE A WAKE OF POLE SHEDS AND CINDER BLOCK MONSTROSITIES.
* ANY PLAN MUST CONTAIN GARDENS AND MEANINGFUL LANDSCAPE DESIGN.

* OUTDOOR SPACE ALWAYS IMPORTANT

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Material on all levels	Eliminating part of current Bldg Don't like removing new section.
We save A Little of old, BUT ALL is Nece, Cost Effective, One floor, & Energy Efficient & ~~Esthetic~~ Aesthetically Appealing	
Like one level - keep historical building	
Nice layout w/ separate children's area. (A1 & A2, also)	Hate Design
Definitely keep old building	against tearing down addition from 1991 people/community - give money not right to tear down now!!!
	Use 2 stories! -
A7 - Top Notch! Love Patio!	Would like to see history center very visible!

FEH DESIGN

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DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Love childrens area & patio Really like idea of adding that property parking is very good Genealogy: yes! Gallery yes!	Focus service toward 5th St versus Downtown!! Don't like non street entrance
I like meeting room Like concept -- Would Prefer Historic/Genealogy/ Meeting space (multi purpose) on upper level Keep library service on one level.	
Love the layout & flow Fantastic layout, flow, and use of space FAB, SUPER RAD Children's area w/ patio, etc.	
This one is my favorite. It has the most interesting layout while retaining what makes the building so great now Hazel votes needs additional entrance for this one.	

FEH DESIGN

…25 CHRISTOPHER WAY
…ELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet

A#2

Pros/Likes	Cons/Dislikes

Love that the Kids & Adult Book are seperate.

Love Curves / High exterior building appeal.

Love angled pkg

like Bathrooms near mtg room

Love meeting room

like study rooms

flexibility combine w/ Program

Adjust for staffing on 1 level library (eg put history center + gallery + genealogy upper level)

Like Outdoor Space Oppty for Events
Play
Coffee

Like meeting room location
" Outdoor Program Patio

Oppty = clearstory over middle new section

Book Drop Please! →
would like floor to ceiling windows
solar panels!

Good costs

Love Children's Center

Like Frontage entrance instead of corner

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

B

Aram Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Historical Society	Material on 2 levels
like the "entry"	Material on 2 levels
like parking & addition	Requires use of stairs/elevator to get to all areas
Grand Entry	Too little space vs parking
Single entry?	no outdoor space for youth programming — 1
Meeting Room on lower level	require more staffing
love the books on second level	Parking simple exit & Entrance ✓
Love parking / long big space!	
Economical building — 2	
Like meeting room — 1	
Entry is great focal point — 2	
2	
2 — I like parking and separate levels. Would like outdoor area like in A1	
1	
1 — Like corner entrance	
Like larger Historical Society area	

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

B.1 #1

2

Aram Public Library

Pros and Cons Sheet

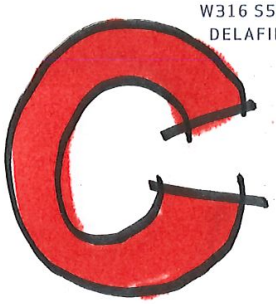
Pros/Likes	Cons/Dislikes
Like 2 entry/exit & parking lot (4th & 5th St)	
Low exterior appeal as a building	
Cost too much to operate →	

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet



Pros/Likes	Cons/Dislikes
Keeps Library + non-Library spaces separate	Two buildings No Parking Not sensitive to Neighborhood. (especially 5th St) *~~Bad design~~ !! No matter what design is selected needs to connect past, present + Future!! should be separate I'd like to see the two spaces connected. Meeting area is small

FEH DESIGN

W31 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

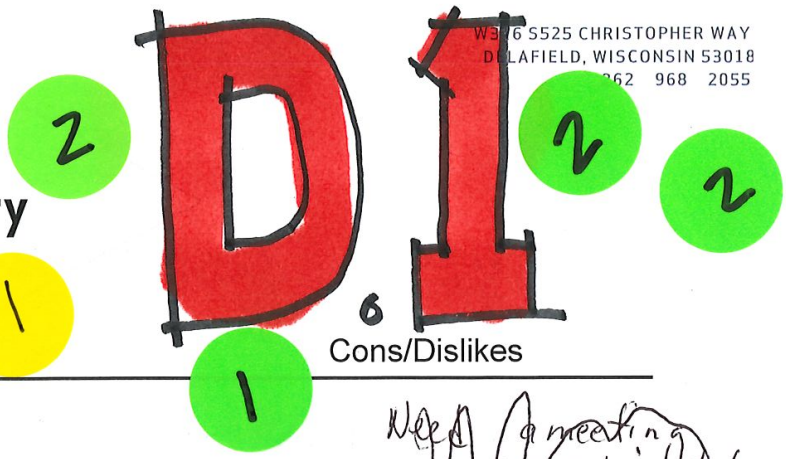
Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Parking Lower	Eliminating past ? addition
One Level (Material)	Entry to building awkward
Community MTG Room with Kitchen.	NO upper Level / Expensive, NOT Energy efficient
Covered parking a plus	Two parking areas
Intrigued by Covered parking	OFF set
Love old GD as Historic Center	Entry not centrally located
Love eliminating 99 addition!	~~DT~~ Lower level / seperation of spaces
great parking (covered)	Good size meeting room
Meeting room	Will lengthy parking lot mean park too far away from building?
Like the modern feel of covered parking	EXCESSIVE focus on parking.
	not beautiful
	no connection of indoor / outdoor

FEH DESIGN
W5756 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet



Pros/Likes	Cons/Dislikes
Parking access much better	Need a meeting room available
Covered parking a plus	Add Exterior Appeal Curves
NICE Parking	
One level library services	
Central Access	
Parking is better	
meeting Rms look better	
Too much parking area - use space for more indoor use.	
Parking	
"	
meeting room is in good location	
2	
toons not using those section now	
Why leave a special place for them	
Great flow for all services.	

FEH DESIGN

W316 S52 IER WAY
DELAFIEL SIN 53018
262 968 2055

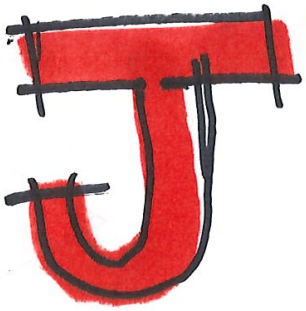
Aram Public Library

Pros and Cons Sheet

D.2

Pros/Likes	Cons/Dislikes
Good costs Book drop Parking	Childrens + Computers/ Adult are too close

FEH DESIGN



2

5525 CHRISTOPHER WAY
AFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
My favorite – All one Floor Preserves part of old Mostly New. Pearl Right Love all 1 floor! New space for childrens Possible employee parking In shared front space.	Don't Like meeting room on lower level. Needs to be larger.

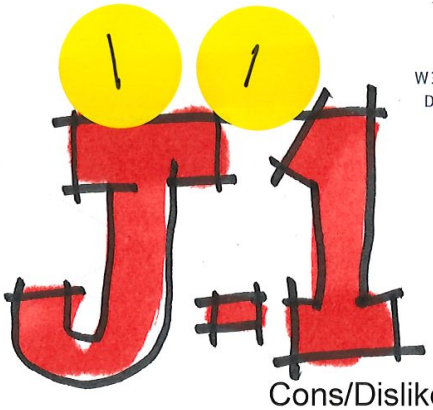
2

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet



Pros/Likes	Cons/Dislikes
• Library Services on one floor Good parking Prefer ~~Senior~~ Historic Center on upper level Don't like pkg lot on 4th St. 4/4 good parking More parking under Building	Need ~~80~~ multi purpose space -- Not designated spaces. would like childrens area to include outdoor area Need to create an outdoor space for R childrens area. Architecture needs to create a transition from ~~std~~ residential to commercial areas Actually the layout ~~of~~ will best allow for the transition only worry about increased money for buying another house. Community room should be in new section not enthused BY GLASS MODERN.

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet

J.2

Pros/Likes	Cons/Dislikes

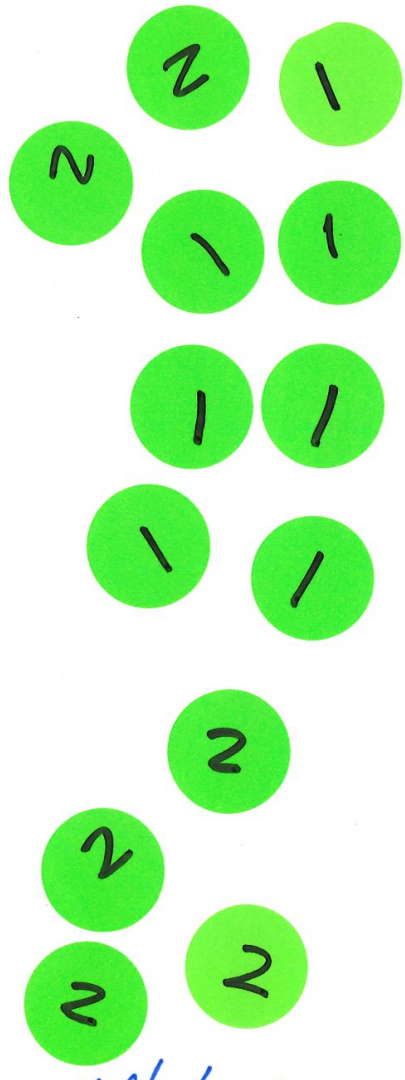
Children's area: outdoor space + discovery zone
Love the Childrens areas
Like the idea of a "community center" in the building

Love the childrens area.
Don't like that children's is right next to the adult section.

Good cost ~~parking~~
Not enough parking

big program room
big open windows
windows ~~ceilings~~ in ceilings

Lower Level



would like to see a Frontage entrance on 4th
VS corner entrance
would like to see meeting room on new part

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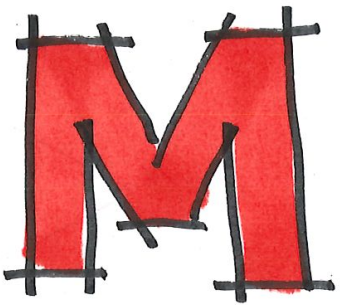
262 968 2055



Aram Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Atrium entry could be used for many things	Parking - not much and strange access
Multiple entries	not enough parking
Children's space more removed from entry	
Easy bathroom access	
Maker Space	

FEH DESIGN

W316 S525 CHRISTOPHER WAY
DELAFIELD, WISCONSIN 53018
262 968 2055

Aram Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes

Total Project Budget - Concept A.2 - FEH DESIGN

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
1	**New construction**				
	New Addition	21,028	SF	190.00	3,995,320
	Renovate existing Library building - major: walls 2, sprklr 6, elec 6, plum 3, HVAC 18, IT 6, finish 15,	4,600	SF	65.00	299,000
	Renovate existing Library building - Minor: sprklr 6, elec 6, HVAC 18, IT 6, finish 15, trim 4	6,000	SF	55.00	330,000
	Renovation of existing Library building - Finishes: finish 15	1,500	SF	15.00	22,500
	Code, Maintenance, ADA corrections - interior: elevator, stairs,	1	LS	80,000.00	80,000
	Code, Maintenance, ADA corrections - exterior	1	LS	75,000.00	75,000
				SubTotal	4,801,820
				Design / Bid Contingency 10%	480,182
				Building Construction Costs SubTotal	5,282,002
				Construction Contingency 5%	264,100
				BUILDING CONSTRUCTION COST TOTAL	**$5,546,102**
Site Work Construction Costs					
11	Structure Deconstruction	6,500	SF	7	45,500
12	Removal of paving, walks and parking	31,200	SF	1.5	46,800
13	Foundation shoring	1	LS	10000	10,000
14	Hazard Material survey, sample, test	1	LS	6000	6,000
15	Hazardous material abatement	12,116	SF	6	72,696
16	New Parking Spaces & Drive Lane - 62 spaces	20,900	SF	7.00	146,300
17	Tree Removal 7	7	EA	1,000.00	7,000
18	Concrete Curb and Gutter	970	LF	12.00	11,640
19	Children's Outdoor Program Patio area	628	SF	22.00	13,816
21	Storm Sewer connections to the street	1	LS	8,000	8,000
22	Domestic Water 2", Sprinkler water 6"	1	LS	6,500	6,500
23	Sanitary Sewer	1	LS	6,000	6,000
24	Electrical service, transformer	1	LS	9,500	9,500
25	Relocate power lines & poles	1	LS	22,000	22,000
26	Cut & Fill material	1,632	CY	22	35,904
27	Grass, see & sod	7,384	LF	1	7,384
28	Pedestrian Paving,	4,560	SF	3.00	13,680
29	Landscaping - small trees and shrubs	1	LS	5,000	5,000
30	Benches and site furniture	1	LS	4,000	4,000
31	Roof canopy	2	LS	6,000	12,000
32	Flag pole	1	LS	1,400	1,400
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34	Storm Water Detention - perveous payment	10,000	SF	6.00	60,000
35	Parking lot lighting	2	EA	1,900	3,800
36	Solar Panels - 30 KW	30	KW	2,300	69,000
				SubTotal	643,920
				Design / Bid Contingency 10%	64,392
				Site Work Construction Costs SubTotal	708,312
				Construction Contingency 5%	35,416
				SITE WORK CONSTRUCTION TOTAL	**$743,728**
37	Land Acquisition	1	LS		250,000
38	Legal Fees	1	LS		5,000
39	Architectural & Engineering Design Fees	1	LS		534,636
40	Information & Technology Design Fees	1	LS		25,000
41	Furnishing Design Fees	1	LS		63,000
42	Geo Thermal Test Well - use from County	1	LS		0
43	Site Survey & Plat	1	LS		5,500
44	Printing Costs for Construction Documents	1	LS		2,500
45	Construction Permits & Fees	1	LS		5,000
46	Builders Risk Insurance	1	LS		5,000
47	Quality Control Material Testing & Inspections	1	LS		20,000
48	Construction Utility by Owner	1	LS		5,000
49	Fixtures, Furnishings & Equipment Allowance $22/SF new	22,028	SF	22.00	484,616
50	Technology & Computer Equipment Allowance $5/SF new	22,028	SF	5.00	110,140
51	Energy & Utility Rebates	1	LS		(5,000)
52	Geotechnical subsurface investigation	1	LS		6,500
53	Moving	1	LS		2,500
54	Ground breaking and dedidcation ceremonies	1	LS		2,000
55	Rent of temporary location	1	LS		0
56	Library Programming	1	LS		25,000
57	Fundraising Graphics	1	LS		5,000
58	Design team Reimbursable expenses	1	LS		12,000
59	Referendum Campaign Facilitation	1	LS		25,000
60	Fundraising Consultanting & grant writing	1	LS		60,000
				Soft Cost SubTotal	1,648,392
				Site Work Construction Cost Total	743,728
				Building Construction Cost Total	5,546,102
				PROJECT TOTAL COST	**$7,938,221**
	Inflation 3% per year				$8,414,514.58

Total Project Budget - Concept B.1 - FEH DESIGN

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
1	**New construction**				
	New Addition	17,900	SF	210.00	3,759,000
	Renovate existing Library building - major: walls 2, sprklr 6, elec 6, plum 3, HVAC 18, IT 6, finish 15, t	4,600	SF	65.00	299,000
	Renovate existing Library building - Minor: sprklr 6, elec 6, HVAC 18, IT 6, finish 15, trim 4	6,000	SF	55.00	330,000
	Renovation of existing Library building - Finishes: finish 15	1,500	SF	15.00	22,500
	Code, Maintenance, ADA corrections - interior: elevator, stairs,	1	LS	80,000.00	80,000
	Code, Maintenance, ADA corrections - exterior	1	LS	75,000.00	75,000
				SubTotal	4,565,500
				Design / Bid Contingency 10%	456,550
				Building Construction Costs SubTotal	5,022,050
				Construction Contingency 5%	251,103
				BUILDING CONSTRUCTION COST TOTAL	**$5,273,153**
Site Work Construction Costs					
11	Structure Deconstruction	4,400	SF	7	30,800
12	Removal of paving, walks and parking	26,025	SF	1.5	39,038
13	Foundation shoring	1	LS	12000	12,000
14	Hazard Material survey, sample, test	1	LS	6000	6,000
15	Hazardous material abatement	12,116	SF	6	72,696
16	New Parking Spaces & Drive Lane - 68 spaces	26,200	SF	7.00	183,400
17	Tree Removal	5	EA	1,000.00	5,000
18	Concrete Curb and Gutter	1,096	LF	12.00	13,152
19	Children's Outdoor Program Patio area, 864,	900	SF	22.00	19,800
21	Storm Sewer connections to the street	1	LS	8,000	8,000
22	Domestic Water 2", Sprinkler water 6"	1	LS	6,500	6,500
23	Sanitary Sewer	1	LS	6,000	6,000
24	Electrical service, transformer	1	LS	9,500	9,500
25	Relocate power lines & poles	1	LS	0	0
26	Cut & Fill material	482	CY	22	10,604
27	Grass, see & sod	6,100	LF	1	6,100
28	Pedestrian Paving,	2,130	SF	3.00	6,390
29	Landscaping - small trees and shrubs	1	LS	5,000	5,000
30	Benches and site furniture	1	LS	4,000	4,000
31	Roof canopy	1	LS	6,000	6,000
32	Flag pole	1	LS	1,400	1,400
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34	Storm Water Detention - perveous payment	10,000	SF	6.00	60,000
35	Parking lot lighting	4	EA	1,900	7,600
36	Solar Panels - 30 KW	30	KW	2,300	69,000
				SubTotal	607,980
				Design / Bid Contingency 10%	60,798
				Site Work Construction Costs SubTotal	668,777
				Construction Contingency 5%	33,439
				SITE WORK CONSTRUCTION TOTAL	**$702,216**
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		5,000
39	Architectural & Engineering Design Fees	1	LS		507,906
40	Information & Technology Design Fees	1	LS		25,000
41	Furnishing Design Fees	1	LS		51,194
42	Geo Thermal Test Well - use from County	1	LS		0
43	Site Survey & Plat	1	LS		5,000
44	Printing Costs for Construction Documents	1	LS		2,500
45	Construction Permits & Fees	1	LS		5,000
46	Builders Risk Insurance	1	LS		5,000
47	Quality Control Material Testing & Inspections	1	LS		20,000
48	Construction Utility by Owner	1	LS		5,000
49	Fixtures, Furnishings & Equipment Allowance $22/SF new	17,900	SF	22.00	393,800
50	Technology & Computer Equipment Allowance $5/SF new	17,900	SF	5.00	89,500
51	Energy & Utility Rebates	1	LS		(5,000)
52	Geotechnical subsurface investigation	1	LS		6,000
53	Moving - twice	1	LS		10,000
54	Ground breaking and dedidcation ceremonies	1	LS		2,000
55	Rent of temporary location	1	LS		160,000
56	Library Programming	1	LS		25,000
57	Fundraising graphics	1	LS		5,000
58	Design team Reimbursable expenses	1	LS		12,000
59	Referendum Campaign Facilitation	1	LS		25,000
60	Fundraising Consultanting & grant writing	1	LS		60,000
				Soft Cost SubTotal	1,414,900
				Site Work Construction Cost Total	702,216
				Building Construction Cost Total	5,273,153
				PROJECT TOTAL COST	**$7,390,269**
	Inflation 3% per year				$7,833,685.32

Total Project Budget - Concept C - FEH DESIGN

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
1	**New construction**				
	New Addition	26,500	SF	185.00	4,902,500
	Renovate existing Library building - major: walls 2, sprklr 6, elec 6, plum 3, HVAC 18, IT 6, finish 15, t	0	SF	65.00	0
	Renovate existing Library building - Minor: sprklr 6, elec 6, HVAC 18, IT 6, finish 15, trim 4	0	SF	55.00	0
	Renovation of existing Library building - Finishes: finish 15	0	SF	15.00	0
	Code, Maintenance, ADA corrections - interior: elevator, stairs,	0	LS	80,000.00	0
	Code, Maintenance, ADA corrections - exterior	0	LS	75,000.00	0
				SubTotal	4,902,500
				Design / Bid Contingency 10%	490,250
				Building Construction Costs SubTotal	5,392,750
				Construction Contingency 5%	269,638
				BUILDING CONSTRUCTION COST TOTAL	**$5,662,388**
Site Work Construction Costs					
11	Structure Deconstruction	4,400	SF	7	30,800
12	Removal of paving, walks and parking	31,000	SF	1.5	46,500
13	Foundation shoring	0	LS	6000	0
14	Hazard Material survey, sample, test	1	LS	1500	1,500
15	Hazardous material abatement	4,400	SF	6	26,400
16	New Parking Spaces & Drive Lane - 20 spaces	12,000	SF	7.00	84,000
17	Tree Removal 7	5	EA	1,000.00	5,000
18	Concrete Curb and Gutter	500	LF	12.00	6,000
19	Children's Outdoor Program Patio area	500	SF	22.00	11,000
21	Storm Sewer connections to the street	1	LS	8,000	8,000
22	Domestic Water 2", Sprinkler water 6"	1	LS	6,500	6,500
23	Sanitary Sewer	1	LS	6,000	6,000
24	Electrical service, transformer	1	LS	9,500	9,500
25	Relocate power lines & poles	1	LS	22,000	22,000
26	Cut & Fill material	1,960	CY	22	43,120
27	Grass, see & sod	8,000	LF	1	8,000
28	Pedestrian Paving,	2,600	SF	3.00	7,800
29	Landscaping - small trees and shrubs	1	LS	5,000	5,000
30	Benches and site furniture	1	LS	4,000	4,000
31	Roof canopy	1	LS	6,000	6,000
32	Flag pole	1	LS	1,400	1,400
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34	Storm Water Detention - perveous payment	10,000	SF	6.00	60,000
35	Parking lot lighting	1	EA	1,900	1,900
36	Solar Panels - 30 KW	30	KW	2,300	69,000
				SubTotal	489,420
				Design / Bid Contingency 10%	48,942
				Site Work Construction Costs SubTotal	538,362
				Construction Contingency 5%	26,918
				SITE WORK CONSTRUCTION TOTAL	**$565,280**
37	Land Acquisition	0	LS		250,000
38	Legal Fees	1	LS		5,000
39	Architectural & Engineering Design Fees	1	LS		529,352
40	Information & Technology Design Fees	1	LS		25,000
41	Furnishing Design Fees	1	LS		75,836
42	Geo Thermal Test Well - use from County	1	LS		0
43	Site Survey & Plat	1	LS		5,500
44	Printing Costs for Construction Documents	1	LS		2,500
45	Construction Permits & Fees	1	LS		5,000
46	Builders Risk Insurance	1	LS		5,000
47	Quality Control Material Testing & Inspections	1	LS		20,000
48	Construction Utility by Owner	1	LS		5,000
49	Fixtures, Furnishings & Equipment Allowance $22/SF new	26,516	SF	22.00	583,352
50	Technology & Computer Equipment Allowance $5/SF new	26,516	SF	5.00	132,580
51	Energy & Utility Rebates	1	LS		(5,000)
52	Geotechnical subsurface investigation	1	LS		6,500
53	Moving	1	LS		2,500
54	Ground breaking and dedidcation ceremonies	1	LS		2,000
55	Rent of temporary location	1	LS		0
56	Library Programming	1	LS		25,000
57	Fundraising Graphics	1	LS		5,000
58	Design team Reimbursable expenses	1	LS		12,000
59	Referendum Campaign Facilitation	1	LS		25,000
60	Fundraising Consultanting & grant writing	1	LS		60,000
				Soft Cost SubTotal	1,777,120
				Site Work Construction Cost Total	565,280
				Building Construction Cost Total	5,662,388
				PROJECT TOTAL COST	**$8,004,787**
	Inflation 3% per year				$8,485,074.33

Total Project Budget - Concept D.2 - FEH DESIGN

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
1	**New construction**				
	New Addition	22,950	SF	190.00	4,360,500
	Renovate existing Library building - major: walls 2, sprklr 6, elec 6, plum 3, HVAC 18, IT 6, finish 15,	4,600	SF	65.00	299,000
	Renovate existing Library building - Minor: sprklr 6, elec 6, HVAC 18, IT 6, finish 15, trim 4	6,000	SF	55.00	330,000
	Renovation of existing Library building - Finishes: finish 15	1,500	SF	15.00	22,500
	Code, Maintenance, ADA corrections - interior: elevator, stairs,	1	LS	20,000.00	20,000
	Code, Maintenance, ADA corrections - exterior	1	LS	75,000.00	75,000
				SubTotal	5,107,000
				Design / Bid Contingency 10%	510,700
				Building Construction Costs SubTotal	5,617,700
				Construction Contingency 5%	280,885
				BUILDING CONSTRUCTION COST TOTAL	**$5,898,585**
Site Work Construction Costs					
11	Structure Deconstruction	4,400	SF	7	30,800
12	Removal of paving, walks and parking	26,025	SF	1.5	39,038
13	Foundation shoring	1	LS	10000	10,000
14	Hazard Material survey, sample, test	1	LS	6000	6,000
15	Hazardous material abatement	12,116	SF	6	72,696
16	New Parking Spaces & Drive Lane - 87 spaces	33,500	SF	7.00	234,500
17	Tree Removal 7	7	EA	1,000.00	7,000
18	Concrete Curb and Gutter	780	LF	12.00	9,360
19	Children's Outdoor Program Patio area	0	SF	22.00	0
21	Storm Sewer connections to the street	1	LS	8,000	8,000
22	Domestic Water 2", Sprinkler water 6"	1	LS	6,500	6,500
23	Sanitary Sewer	1	LS	6,000	6,000
24	Electrical service, transformer	1	LS	9,500	9,500
25	Relocate power lines & poles	1	LS	0	0
26	Cut & Fill material	560	CY	22	12,320
27	Grass, see & sod	2,110	LF	1	2,110
28	Pedestrian Paving,	4,340	SF	3.00	13,020
29	Landscaping - small trees and shrubs	1	LS	5,000	5,000
30	Benches and site furniture	1	LS	4,000	4,000
31	Roof canopy	1	LS	6,000	6,000
32	Flag pole	1	LS	1,400	1,400
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34	Storm Water Detention - perveous payment	10,000	SF	6.00	60,000
35	Parking lot lighting	2	EA	1,900	3,800
36	Solar Panels - 30 KW	30	KW	2,300	69,000
				SubTotal	636,044
				Design / Bid Contingency 10%	63,604
				Site Work Construction Costs SubTotal	699,648
				Construction Contingency 5%	34,982
				SITE WORK CONSTRUCTION TOTAL	**$734,630**
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		5,000
39	Architectural & Engineering Design Fees	1	LS		563,823
40	Information & Technology Design Fees	1	LS		25,000
41	Furnishing Design Fees	1	LS		65,637
42	Geo Thermal Test Well - use from County	1	LS		0
43	Site Survey & Plat	1	LS		5,000
44	Printing Costs for Construction Documents	1	LS		2,500
45	Construction Permits & Fees	1	LS		5,000
46	Builders Risk Insurance	1	LS		5,000
47	Quality Control Material Testing & Inspections	1	LS		20,000
48	Construction Utility by Owner	1	LS		5,000
49	Fixtures, Furnishings & Equipment Allowance $22/SF new	22,950	SF	22.00	504,900
50	Technology & Computer Equipment Allowance $5/SF new	22,950	SF	5.00	114,750
51	Energy & Utility Rebates	1	LS		(5,000)
52	Geotechnical subsurface investigation	1	LS		6,500
53	Moving	1	LS		2,500
54	Ground breaking and dedidcation ceremonies	1	LS		2,000
55	Rent of temporary location	1	LS		0
56	Library Programming	1	LS		25,000
57	Fundraising Graphics	1	LS		5,000
58	Design team Reimbursable expenses	1	LS		12,000
59	Referendum Campaign Facilitation	1	LS		25,000
60	Fundraising Consultanting & grant writing	1	LS		60,000
				Soft Cost SubTotal	1,454,610
				Site Work Construction Cost Total	734,630
				Building Construction Cost Total	5,898,585
				PROJECT TOTAL COST	**$8,087,826**
	Inflation 3% per year				$8,573,095.07

Total Project Budget - Concept J.2 - FEH DESIGN

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
1	**New construction**				
	New Addition	26,500	SF	185.00	4,902,500
	Renovate existing Library building - major: walls 2, sprklr 6, elec 6, plum 3, HVAC 18, IT 6, finish 15, t	4,600	SF	65.00	299,000
	Renovate existing Library building - Minor: sprklr 6, elec 6, HVAC 18, IT 6, finish 15, trim 4	6,000	SF	55.00	330,000
	Renovation of existing Library building - Finishes: finish 15	1,500	SF	15.00	22,500
	Code, Maintenance, ADA corrections - interior: elevator, stairs,	1	LS	80,000.00	80,000
	Code, Maintenance, ADA corrections - exterior	1	LS	75,000.00	75,000
				SubTotal	5,709,000
				Design / Bid Contingency 10%	570,900
				Building Construction Costs SubTotal	6,279,900
				Construction Contingency 5%	313,995
				BUILDING CONSTRUCTION COST TOTAL	**$6,593,895**
Site Work Construction Costs					
11	Structure Deconstruction	6,500	SF	7	45,500
12	Removal of paving, walks and parking	31,000	SF	1.5	46,500
13	Foundation shoring	1	LS	6000	6,000
14	Hazard Material survey, sample, test	1	LS	6000	6,000
15	Hazardous material abatement	12,116	SF	6	72,696
16	New Parking Spaces & Drive Lane - 57 spaces	18,600	SF	7.00	130,200
17	Tree Removal 7	7	EA	1,000.00	7,000
18	Concrete Curb and Gutter	1,190	LF	12.00	14,280
19	Children's Outdoor Program Patio area	1,200	SF	22.00	26,400
21	Storm Sewer connections to the street	1	LS	8,000	8,000
22	Domestic Water 2", Sprinkler water 6"	1	LS	6,500	6,500
23	Sanitary Sewer	1	LS	6,000	6,000
24	Electrical service, transformer	1	LS	9,500	9,500
25	Relocate power lines & poles	1	LS	22,000	22,000
26	Cut & Fill material	1,926	CY	22	42,372
27	Grass, see & sod	10,325	LF	1	10,325
28	Pedestrian Paving,	2,000	SF	3.00	6,000
29	Landscaping - small trees and shrubs	1	LS	5,000	5,000
30	Benches and site furniture	1	LS	4,000	4,000
31	Roof canopy	2	LS	6,000	12,000
32	Flag pole	1	LS	1,400	1,400
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34	Storm Water Detention - perveous payment	10,000	SF	6.00	60,000
35	Parking lot lighting	2	EA	1,900	3,800
36	Solar Panels - 30 KW	30	KW	2,300	69,000
				SubTotal	640,473
				Design / Bid Contingency 10%	64,047
				Site Work Construction Costs SubTotal	704,520
				Construction Contingency 5%	35,226
				SITE WORK CONSTRUCTION TOTAL	**$739,746**
37	Land Acquisition	1	LS		250,000
38	Legal Fees	1	LS		5,000
39	Architectural & Engineering Design Fees	1	LS		623,360
40	Information & Technology Design Fees	1	LS		25,000
41	Furnishing Design Fees	1	LS		75,836
42	Geo Thermal Test Well - use from County	1	LS		0
43	Site Survey & Plat	1	LS		5,500
44	Printing Costs for Construction Documents	1	LS		2,500
45	Construction Permits & Fees	1	LS		5,000
46	Builders Risk Insurance	1	LS		5,000
47	Quality Control Material Testing & Inspections	1	LS		20,000
48	Construction Utility by Owner	1	LS		5,000
49	Fixtures, Furnishings & Equipment Allowance $22/SF new	26,516	SF	22.00	583,352
50	Technology & Computer Equipment Allowance $5/SF new	26,516	SF	5.00	132,580
51	Energy & Utility Rebates	1	LS		(5,000)
52	Geotechnical subsurface investigation	1	LS		6,500
53	Moving	1	LS		2,500
54	Ground breaking and dedidcation ceremonies	1	LS		2,000
55	Rent of temporary location	1	LS		0
56	Library Programming	1	LS		25,000
57	Fundraising Graphics	1	LS		5,000
58	Design team Reimbursable expenses	1	LS		12,000
59	Referendum Campaign Facilitation	1	LS		25,000
60	Fundraising Consultanting & grant writing	1	LS		60,000
				Soft Cost SubTotal	1,871,127
				Site Work Construction Cost Total	739,746
				Building Construction Cost Total	6,593,895
				PROJECT TOTAL COST	**$9,204,769**
	Inflation 3% per year				$9,757,054.70

Aram Library, Delavan, Wisconsin

Cost Comparison Chart

10/16/2018

	A.2/A.3 **Existing Exp & Renovation**		B.1 **Existing Exp & Renovation**		D.2 **Existing Exp & Renovation**		J.2 **Existing Exp & Renovation**		C **New Freestanding**		**Do Nothing**	
Capital costs	$8,414,515		$7,833,685		$8,573,095		$9,757,055		$8,485,074		$350,000	
Historic Tax Credits 45%												
Total Building Area	21,028	SF	30,016	SF	22,950	SF	38,616	SF	26,200	SF	12,116	SF
Total renovated area	12,116	SF	12,116	SF	12,116	SF	12,116	SF	0	SF	12,116	SF
Total Bond interest for 20 YR note												
cost to finance tenant buildout												
Ongoing Operations Average Annually												
Gas $0.20/SF/YR-new	$1,782.40		$3,580.00		$2,166.80		$5,300.00		$5,240.00		$0.00	
Gas $0.25/SF/YR-renov	$3,029.00		$3,029.00		$3,029.00		$3,029.00		$0.00		$16,962.40	
Electrical $0.80/SF/YR-new	$7,129.60		$14,320.00		$8,667.20		$21,200.00		$20,960.00		$0.00	
Electric $1.25/SF/YR-renov	$15,145.00		$15,145.00		$15,145.00		$15,145.00		$0.00		$15,145.00	
Water & sewer $0.15/SF/YR	$3,154.20		$4,502.40		$3,442.50		$5,792.40		$3,930.00		$1,817.40	
Maint. $0.75/SF/YR-new	$6,684.00		$13,425.00		$8,125.50		$19,875.00		$19,650.00		$0.00	
Maint. $1.50/SF/YR-renov	$18,174.00		$18,174.00		$18,174.00		$18,174.00		$0.00		$18,174.00	
Custodial $1.19/SF/YR	$25,023.32		$35,719.04		$27,310.50		$45,953.04		$31,178.00		$14,418.04	
Landscaping & snow removal	$0.00		$0.00		$0.00		$0.00		$0.00		$1,000.00	
Telephone $0.34/SF/YR	$4,125.00		$4,125.00		$4,125.00		$4,125.00		$4,125.00		$4,125.00	
Elevator	$2,500.00		$2,500.00		$2,500.00		$2,500.00		$0.00		$2,500.00	
Insurance	$0.00		$0.00		$0.00		$0.00		$0.00		$9,000.00	
staff variation - increases over existing.	$55,000.00		$110,000.00		$25,000.00		$0.00		$0.00		$0.00	
Total Annual operations	$141,746.52		$224,519.44		$117,685.50		$141,093.44		$85,083.00		$83,141.84	
20 years plus 3% inflation	$3,808,782.07		$6,032,921.43		$3,162,253.46		$3,791,233.57		$2,286,212.07		$2,234,052.38	
20 YR capital & operating	**$12,223,296.66**		**$13,866,606.76**		**$11,735,348.53**		**$13,548,288.27**		**$10,771,286.41**		**$2,584,052.38**	
20 year ranking												
40 years plus 3% inflation	$10,687,866.17		$16,929,048.61		$8,873,634.95		$10,638,623.12		$6,415,365.38		$6,268,999.47	
40 YR capital & operating	**$19,102,380.75**		**$24,762,733.93**		**$17,446,730.02**		**$20,395,677.82**		**$14,900,439.71**		**$6,618,999.47**	
40 year Ranking												
	A.2/A.3 Existing Exp & Renovation		**B.1 Existing Exp & Renovation**		**D.2 Existing Exp & Renovation**		**J.2 Existing Exp & Renovation**		**C New Freestanding**		**Do Nothing**	

06

THANK YOU PARTICIPANTS

We want to thank the Aram Public Library Board, the Library staff, and the citizens of Delavan, Wisconsin who came and participated in the public meetings and the design charrette.

A special thank you to the following individuals who took part in the Task Force.

Everyone's input and guidance was invaluable in the design charrette review and concept selection process.

TASK FORCE

Michael Dineen
Terri Yanke
Linda Zell
Mary Kaye Merwin
Patti Marsicano
Ryan Schroeder
Bruce DeWitt
Steve Loudon
Deb Cross
Jason Stegall
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COMMON COUNCIL

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Bruce DeWitt
Jeff Johnson
Ryan Schroeder

LIBRARY BOARD OF TRUSTEES

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John Boland
John Scherer
Elle DeBow
Jill Sorbie
Robert Betzer
Wayne Osborn
Linda Zell
Chris Philliops
Anita O'Brien
Katherine Schoofs

07

NEXT STEPS

Next Steps.

1. Present this information to the City Council and communicate the support for this project.
2. Develop a funding strategy of how the funding will be put in place and from what sources.
3. Conduct a one-on-one survey with the community to get real feedback and support for this project.
4. Keep the public informed about the process and each step you are taking. Develop a communication plan for the public.
5. Purchase one adjacent parcel of property for the library expansion project.
6. Research the need for zoning or rezoning of all properties for the library expansion project. Determine if all "properties" need to be grouped together into one certified survey in preparation for the expansion project.
7. As the funding strategy is implemented, prepare for the next phase of the project – program planning and schematic design.

08

APPENDIX

The following pages include the facility assessment provided by FEH Design. The preliminary assessment of library services and space needs provided by Anders Dahlgren. Also included is the meeting minutes for each meeting from the kick-off meeting till the printing of this booklet.

FACILITY ASSESSMENT

ARCHITECTURAL ASSESSMENT

The original 1908 Aram Public Library was one story with a basement built from dark brown brick, with Indiana Limestone trim and red tile roof. The basement formerly contained a lecture room, equipped with a small stage. The basement also contained work, storage, lounging, and toilet rooms. Above, was the main library, a room the full size of the building.

An expansion on 1990 involved construction of a lower level and a main floor on the south side of the existing building, facing the public parking lot. A new intermediate-level entrance to the facility was constructed, which included an elevator to provide handicapped patrons with access to both floors. The expansion more than doubled the size of the library, from 5,024 square feet to 12,112 square feet.

The expanded lower level included the construction of a meeting room, restroom facilities, and storage rooms, along with renovation of existing space to provide room for book repair and mechanical operations. Expansion on the main floor included specialized areas for study, pleasure reading, and research, in addition to housing the main collection. A new main desk was centrally located facing the new entrance area. Since the addition, the children's area has been relocated to the lower level and other spaces reorganized to allow for more collection space.

The Aram Public Library, with its 1908 and 1990 buildings, is in relatively good shape but will require some work to upgrade the building to allow it to function as a 21st Century library.

The following is a report of the condition of the current building; estimated costs for corrections needed are included in the charrette option budgets.

EXTERIOR

The exterior of the historic building is primarily constructed of brick and Indiana limestone. Concrete and limestone stairs are used to enter the building on the north entrance. The building addition is constructed of brick with Indiana Limestone accents and a faux plaster system (EIFS). The addition contains the main entrance on-grade along the south façade.

The historic building has evidence of efflorescence on the north façade (chalky white residue on the brick) due to water getting behind the brick and salt leaching out the masonry face. It is imperative that this be corrected. It is not clear if water infiltration is at the roof, and the window heads, or at the wall due to lack of a moisture barrier.

There is some discoloration on the stones which is mostly due to weathering and natural dirt build up. Cleaning the stones with as mild a solution as possible is a good way to both keep them looking good, but also to keep them safe from deteriorating due to oil and dirt residue.

The existing windows on the main and second story appear to be in good condition. Storm windows were installed in front of the historic wood windows, which have protected the windows from most weathering. The storm windows that were installed however, do not match the mullion pattern of the historic windows. In historic applications, it is normally preferred to match the storm windows to the mullion pattern of the historic windows so that details and patterns are not lost in the addition of the modern storm windows.
Some water staining can be seen on the cornice along the roof edge. This is most likely due to capillary action of water off the roof edge. Attention should be paid to this area to ensure that damage is not being done to the cornice detailing due to water contact.

The west exit cornice and gutter system paint is peeling and should be repainted to prevent additional deterioration. The roof flashing should be evaluated, since there is evidence that it is not fully adhered.
There are also some locations where various piping and conduits are run through the exterior of the building. Each penetration through the stone is an opportunity for water to enter the wall and degrade the stone and interior construction. Sealing the openings around the piping or conduit and maintaining the sealant is critical.

Railings at the stairs on the north side must meet ADA accessible standards. Refer to the ADA section of this assessment for more information.

The current concrete stairs and sidewalks all around the building are suffering some chipping which can become a tripping hazards for occupants. As these elements move and settle they will cause increasing problems for occupants trying to safely enter and exit the building.

Sealant around windows, doors, louvers, control joints, and pipe penetrations is cracking and contracting. It is at the end of its expected life and should be replaced at all exterior locations.
The emergency egress door from the addition to the east side of the building, at 6'-4" high, is not code compliant. It is expected that at the time of state review in 1990, this was a special exception and allowed. If the building is updated and required to be updated to the new code, this door does not comply and likely cannot be used as an exit.

The building has a sloped asphalt shingle roof around the perimeter of the building addition and sloped asphalt shingle roof on the original building. The roof between the addition and original building has a low-slope membrane roof platform. A roof "railing" system near the original building north gable roof entrance has been replaced with a metal roof.

The asphalt shingles are near the end of their useful life and should be replaced. There is no evidence of a roof ventilation system for the shingled roof component. The membrane roof has been patched is numerous places and there is ponding water at the termination bar between the membrane and asphalt shingles along the east edge.

The bucket truck did not get near the roof on the west side of the building where the original building and the addition meet in an alcove. There are roof heating cables at that location to help mitigate severe ice dams (in the winter). The cause of the ice dams is not known but could be a result of heat loss through the roof and/or black roof membrane. This condition should be investigated and addressed with any future library reroof project.

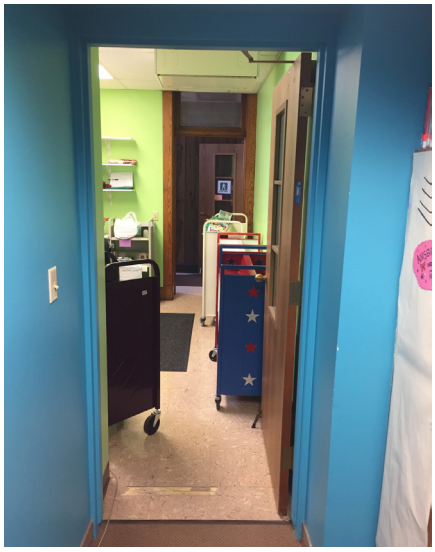
INTERIOR

The existing library is in good condition. Storage is a primary issue but there are some items that require attention.

Fire rated doors in the basement corridor and as the second exit of the children's area are propped open and do not latch. These doors should not be propped open and latching fire doors are integral to proper code compliance of the building.

There are instances in the basement of the historic building where storage of books starts to interfere with proper egress from spaces. This should be reviewed, and storage minimized wherever possible.

Door hardware now requires free egress, so as an occupant exits a space, the person does not need to make more than one motion to exit nor unlock a knob to exit out of a space. The existing door hardware does not provide proper egress nor accessibility as noted in the upcoming ADA section.

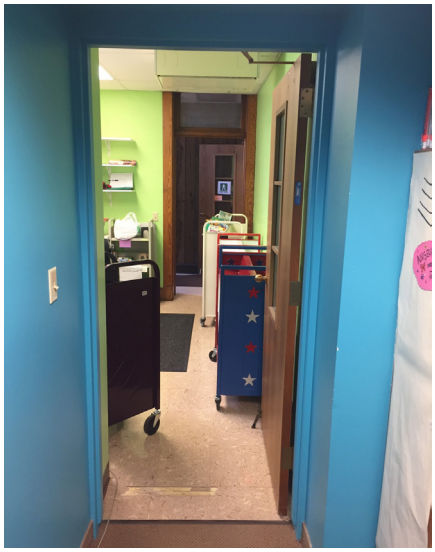


The historic building basement has some concrete floor cracking in the hallway and in the break room. This is more fully evaluated in the structural section, but steps should be taken to resolve this issue and provide a level slab.

In the Northeast corner of the historic library, an internal gutter and bucket system has been implemented to help with water infiltration at the window head. This needs to be permanently fixed.

At the locations of efflorescence at the exterior, there is evidence of interior plaster cracking (in the NW and NE corners of the building). Once the water issue is resolved, the plaster can be permanently repaired.
The stairs to the computer area on the main level are too shallow and are not code-compliant.

The historic stairs into the basement from the west exterior door and into the basement from the north entrance do not have a top landing on the inside of the door and this is not code compliant.



ADA

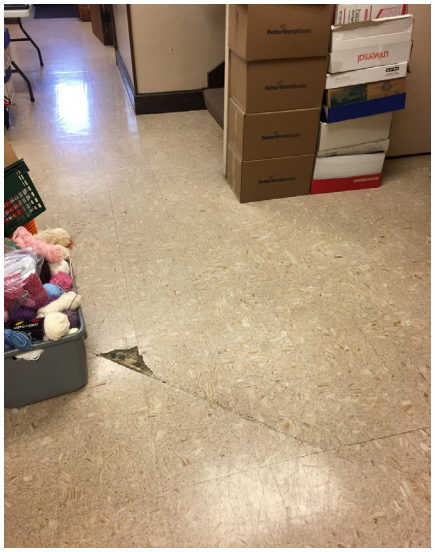
A minimum of half of the emergency exits must be fully accessible for wheelchair egress and that is currently not the building configuration.

The existing hardware on interior doors are all knob style and for ADA compliance, lever style is required.

In libraries, the minimum clearance between shelving units is 36" clear with a circle or t-shaped turning space at the end of the aisle. There are multiple locations where the stacks are arranged with less turning clearance than what is required.

All publicly accessed water fountains are required to be installed in pairs at two mounting heights to allow for occupants of different reach ranges to use them. The current drinking fountain is a single low-height unit and it is mounted in the path of egress travel, protruding too far from the face of the wall.

Generally speaking, all doors in use by the public must have 1'-0" of clearance beside the door on the push side and 1'-6" on the pull side. The basement corridor doors and the secondary exit from the children's area are not accessible.



The toilet rooms accessories are not fully ADA accessible. The toilet paper dispenser is mounted too high for accessibility standards in the accessible stall. The hand dryer protrudes more than the allowed 4" from the face of the wall without the proper detection. There is also a third grab bar which is required for ADA compliance. This grab bar would be installed vertically above the 42" bar on the wall parallel to the toilet. The plumbing at the restroom sinks require a piping insulation shroud.

The historic entrance requires handrails on both sides of the stair and in the center. Currently only a center rail is in place.

Floor transitions into some staff and volunteer-accessed storage rooms exceed the allowed depth. A maximum transition of 1/4 inch is allowed without a bevel. The current transition between rooms exceeds 1-inch.

The main Service Desk does not have an ADA height countertop section. A portion of the desk should have a height of 28-inches to 32-inches. An area should be provided in front of the countertop for a 30-inch by 42-inch clear space positioned for a forward approach shall be provided with knee and toe clearance.

The exterior book drop handle currently exceeds the allowable height of 48-inches to be within an accessible reach range.

Signage is not provided in all areas and must be accessible, with raised characters and braille.

STRUCTURAL

The historic building is load-bearing masonry with a wood-framed main floor and roof structure. The addition is load bearing masonry, a precast main floor, with wood roof trusses. When the addition was constructed, significant modifications were made to the historic lower level and steel was added at the former south wall. A low-slope roof section was framed between the two building roof ridges for mechanical equipment. Structurally, there is little evidence of settling or movement at the exterior. There are two instances of movement in the historic building floor slab that require exploratory work and corrective action. Floor cracking is visible in the corridor floor tile and sub floor at the former location of a diagonal basement wall that was removed when the addition was installed. The door into a storage closet off the break room does not open completely due to a raised portion of floor. The flooring and sub floor should be removed to evaluate the concrete below and determine the correct fix.

With any library building, floor loading is of critical importance. The 1990 building addition was built for library floor loading, a 150 psf dead load. The historic building was not built for current code-required loading and will need to be evaluated in more detail regarding stack height and spacing if the expansion moves in that direction.

ENGINEERING SUMMARY

The purpose of this study is to investigate and evaluate the existing plumbing, fire, mechanical, and electrical systems for the existing library facility. The evaluation is to make general assessments of the condition of the systems, identify code related items, and establish equipment useful life and expectations. This also provides recommendation strategies on the systems for operation and service.
This evaluation shows that a good portion of the Library's infrastructure in plumbing, mechanical and electrical systems are in reasonably good condition. Maintaining the existing equipment in the coming years is important with regular on-going maintenance.

PLUMBING SYSTEM

Assessment of Existing Conditions:
The sanitary and vent systems are mixed between tile, cast iron and PVC. Water is distributed by soldered hard copper piping and fittings.

The service entrance for the potable water system resides in a cabinet in the basement. There is not a reduced pressure backflow preventer on the domestic water.

Toilets and urinals have been updated. All of the sinks are dated and in disrepair. Some of the drinking fountains have been updated.

Domestic hot water is supplied by a gas fired water heater in fair condition.

There is a reduced pressure backflow preventer on the non-potable water system.

Rain water is deposited on to the ground.

Recommendation:
Add the necessary equipment to the supply piping to have code compliance. Replace outdated fixtures in the bathrooms. Remove old, unused fixtures and piping to allow for additional storage.

FIRE PROTECTION SYSTEM

Assessment of Existing Conditions:
The building does not have fire protection sprinkler system but there are smoke detectors with contactors to shut down the air handlers.

Recommendation:
Add a dry sprinkler system to bring the building up to code for a single fire area. Monitoring and notification are under the Electrical section.

HVAC SYSTEMS

Assessment of Existing Conditions

The Air Handlers (2) are original from the 1990 addition. The condensers have been replaced. The condensers do not match the coils that they serve. There may be inefficiencies in the system due to the replacement.

Boilers are less than 5 years old. The original three (3) boilers of the original 1991 design have been replaced with (2) newer high efficiency boilers (Triangle Tube "Prestige Solo 399"). There is room to add another boiler to the system. The controls are a standard mercury bulb actuated design. Pumps are original to the 1991 remodel and run continuously. Some of the heating piping is not insulated in all areas.

VENTILATION

The outside air intake is through the Air Handlers, located on the basement. The ventilation rates could not be verified.

ACOUSTICS

The mechanical system currently installed does not generate a noise level that is problematic.

HEATING GENERATION

The primary heating for the building is provided by the high efficiency gas-fired boilers and Air Handlers. The boilers serve hot water to terminal units, such as Air Handlers, cabinet unit heaters, convectors, and finned radiation. The boilers are less than ten years old

SYSTEM SPACE ZONING

The only zoning currently on the system is on the hot water systems. Cabinet Unit Heaters, Radiators and Finned radiation have their own mercury bulb thermostat.

EXHAUST SYSTEMS

The toilet exhaust is ducted to the exterior.

DUCTWORK

Ductwork is in good order and follows the code for the time installed. Several areas of ductwork are uninsulated allowing for inefficiency.

PIPING

There are areas where existing piping and radiators have been abandoned in place.

RECOMMENDATIONS:

Replace existing system air handlers with a new ground mounted unit. Use the existing space to add the systems required for indoor air quality. Add a building management system (BMS) for energy efficiency. Remove all existing abandoned utilities pertaining to HVAC and heating. Add occupancy sensors to those areas where equipment now runs continuously. Indoor and outdoor air can also be monitored to allow for proper ventilation control. Remove existing mercury in the building. Remove existing controls and bring them up to date. Add Variable Air Volume with reheat to the system for zone control.

ELECTRICAL SYSTEMS

Assessment of Existing Conditions

Service Entrance

A 600A – 208y/120V, 3 phase, 4 wire service is provided underground to the building from the Utility by way of pole mount transformers on the southeast part of the building. The utility meter and current transformer termination cabinet is wall mounted on the east exterior façade of the building within the fenced mechanical area. The electrical service was installed as part of the 1990 addition. All components related to the service entrance are in good condition.

Grounding System

A telecommunications ground bus bar is installed in the lower level mechanical room with an insulated grounding electrode conductor connection the main electrical panel. Additional grounding electrode connections to the water main, building steel and similar connections could not be located. They may exist; however, we were unable to find them.

Distribution Equipment

The Square D I-Line style circuit breaker power panel is located in a common mechanical room in the lower level of the building. The panel was installed as part of the 1991 addition to the building (27 years old) and good condition. There is adequate physical space to install additional circuit breakers. A surge protective device is installed on the service entrance equipment.

Life expectancy for molded case circuit breakers in the industry is generally expected to be about 30 years, given favorable environment and regular maintenance. Required maintenance, especially for older breakers, includes annual exercising—OFF, ON, TRIP, RESET, ON. This will help to ensure that the mechanism remains operable. Conditions of service, including number of on-off cycles, number of load operations, overloads, short circuits, environmental conditions, and maintenance may affect the time of useful service.

While the equipment is in good condition, it is nearing the end of its stated reliable life expectancy. Future expansion projects will need to consider the age of the equipment along with the increased demand.

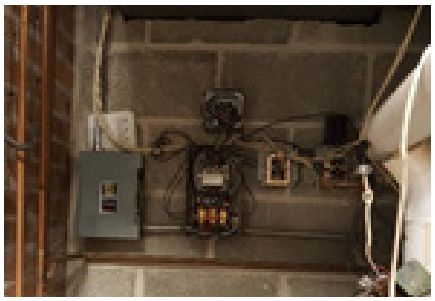
Recommendations:

Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the switchboard for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure.

Branch Panelboards

Square D NQOD branch circuit panelboards are located throughout the library to serve local branch circuit loads. All panels were installed as part of the 1991 addition (27 years old) and good condition. There are spare breakers or bus provisions available in the branch panels. All panels appeared to have updated directories.

Life expectancy for molded case circuit breakers in the industry is generally expected to be about 30 years, given favorable environment and regular maintenance. Required maintenance, especially for older breakers, includes annual exercising—OFF, ON, TRIP, RESET, ON. This will help to ensure that the mechanism remains operable. Conditions of service, including number of on-off cycles, number of load operations, overloads, short circuits, environmental conditions, and maintenance may affect the time of useful service.



While the equipment is in good condition, it is nearing the end of its stated reliable life expectancy. Future expansion projects will need to consider the age of the equipment along with the increased demand.

The Office / Storage room on the lower level has a considerable number of items stored in front of the electrical panels, which by code requires a 36" deep working clearance to be maintained. Since the items are easily moved, it is of minimal concern.

The lower level mechanical room in the original building has a motor starter with its cover removed, exposing the live wiring.

Recommendations:

Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the panelboards for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure. Reinstall cover on lower level mechanical room motor starter.

EXTERIOR LIGHTING SYSTEM

The lighting system consists primarily of metal halide or high-pressure sodium lamps. The decorative pendant at the original historic entrance uses a LED retrofit lamp. The parking lot lighting is provided from a single pole with 2 mast-arm roadway fixtures supplied with an overhead power feed. It is assumed these are part of the City network of street lights. The recessed HID downlights with glass lens located at the 1991 addition have yellowed lens from UV exposure and have captured many insects which is certainly impacting the luminaire performance.

All exterior building mounted lighting was on at the time of our visit. It would appear there is an issue with the building timeclock controlling the exterior lighting.

The US flag at the main north entrance is not illuminated. It is assumed to be taken down each evening.

Recommendations:
Inspect and correct timeclock to have exterior lighting off during daytime hours. Remove, clean and reinstall glass lens on HID downlights at south entry.

INTERIOR LIGHTING SYSTEM

The lighting system consists primarily of incandescent and fluorescent. Fixture types vary by location and nearly all were found to be in good condition. We found all public areas to be illuminated sufficiently for their intended purpose. There are no automatic shutoff controls in the building. At the time of the lighting installation in 1991, they would not have been required. Any building improvements enforcing newer versions of the energy code will require the improved spaces to be code compliant.

It was noted by facility staff at the time of our visit that the library will be undergoing a lighting upgrade to Cree LED with integrated lighting controls in 2018. They are currently participating with Focus on Energy for the available incentives.

Emergency Lighting & Exit Signs
The emergency egress lighting system utilizes standalone battery packs which appear to be original to the 1990 building addition. Battery life on these types of products is 3-5 years. The units should be tested monthly with a 30-second test and annually with a 90-minute test. We were not able to determine if the emergency units installed have self-test feature of if facility staff was performing the maintenance tests. Coverage of the units was infrequent but assumed to meet the code minimum requirements.

Exit signs utilize standalone internal batteries. The age and condition of the signs was varied. Battery life on these types of products is 3-5 years. The units should be tested monthly with a 30-second test and annually with a 90-minute test. We were not able to determine if the emergency units installed have self-test feature of if facility staff was performing the maintenance tests. Coverage of the exit signage was adequate.

Wiring Devices
All receptacles, light switches and similar devices were found to be in good condition with no obvious signs of failure or excessive wear. Devices mounted near sinks and located outside are GFCI type. One exterior receptacle has its cover broken off.

Within the original building there are traces of the original nob and tube wiring system. Future renovations to the space should remove the abandoned system as it is no longer in use.

Fire Alarm

The main control panel appears to be integrated into the Milwaukee Alarm Company security panel as a separate fire alarm control panel was not located. The date of installation was not available at the time of the survey. All systems are shown as normal on the display with no trouble conditions. Notification devices are horn-strobe type and located to provide bare-minimum coverage throughout the library. Pull stations are located at building exits. Smoke detectors are installed in some areas but not all.

Recommendations:

Future building improvements should consider a standalone fire alarm system with improved horn-strobe and smoke detector coverage. A remote fire alarm annunciator should be added to the main entry as defined by the fire department.

CONCLUSION

As noted in the assessment, generally, the library is in good shape. There are some items throughout the building that require attention. There are also items that are reaching the end of their life expectancy and the library should plan to budget to replace items as needed.

LOOKING TO THE FUTURE

As designs and expectations are reviewed related to the existing library, there are some considerations to keep in mind. Many of the items listed in the architectural exterior and interior assessment will need to be addressed in the near future, since they are maintenance and upkeep items due to the age of the building. The engineering assessment highlighted items that are nearing the end of their life expectancy or that should be considered upon renovation or expansion.

The ADA or accessibility - specific items are related to a law and must be revised or a reasonable accommodation made for patrons with disabilities. Any new space would be designed to meet ADA requirements.

When exploring an expansion, code compliance is a consideration. We are not sure what exceptions were made during the previous code review, but we operate on the idea that the building met code requirements upon construction in 1990.

Any current renovation of the existing, single-fire-area building that is less than fifty percent of the floor area, does not require the building to be completely brought up to current code standards. If more than fifty percent of the floor area is renovated, the entire building must be brought up to the current code standards. This would apply to egress, door heights and hardware, occupancies, structural floor loading, lateral design, requirements for a sprinkler system due to building size, mechanical equipment and controls, plumbing fixtures and piping, fire alarm systems, electrical service and lighting, and energy efficiency.

These considerations will play into expansion options and can be reviewed in more specifics at the upcoming charrette design workshop.

Library Planning Associates, Inc.

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anders@libraryplan.com

ARAM PUBLIC LIBRARY
SUMMARY OF COMMENTS FROM MEETING WITH STAFF
APRIL 12, 2018

Five staff members were able to attend the staff input interview held during my April 12 site visit. They came ready and rarin' with comments and suggestions. No lead-in question was needed. This is a summary of the staff's comments

More windows, more light
Curves in the design, not straight lines
The present desk is imposing
The elevator is placed and oriented in a way that isn't easily visible from the entry; many elderly miss it and make the long climb up
The desk should be off to one side, not in the middle of the space
We need more computer stations, some people in the community cannot afford
Lots more electrical outlets, please, easier access
A better staff lounge, not shared with supplies / storage; lockers
More room for storyhour, storage
Motion sensor / automatic door
Storage for craft supplies… clear bin storage, uniform depth, varying heights
Needs small group study rooms, varying capacities
Tutoring space
Needs more seating / tables
Outlets outlets everywhere!
Venting of cooking odors in staff lounge, and in a kitchen attached to a meeting room
The present reading chairs catch on the carpet, do not slide
Staff restrooms
System van delivery needs better space for checking in deliveries, think about the flow and where and how those deliveries arrive
More self-check stations needed
A separate staff entry is preferred
Clearly separate spaces for children / teen / adult… current teen area is poorly defined

HIGHLY IMPORTANT MEMO #2

TO: Anita O'Brien
FROM: Anders C. Dahlgren
CC: Gregg Baum, Kevin Epperle
PHONE: 309-846-2836
DATE: April 11, 2018
ABOUT: Wisconsin public library standards

Anita,

The Wisconsin public library standards offer one tool we can apply as we consider essential future library service goals for Delavan. Defining those future service goals is a key to the library's space needs. It's entirely obvious to state, but all other things being equal, a collection of 100,000 items will require more space than a collection of 71,000 items.

The standards provide recommendations regarding key elements of the library's service profile – collections (print, audio, video, magazines), technology stations for public use. The specific recommendations are drawn from an analysis of Wisconsin public library annual report data. The last such analysis was based on 2016 data. The recommendations vary by population served, and are presented in three tiers – think of entry level, a mid-level, and an upper level.

At the local library's option, the standards can be calculated based on a library's municipal population or its extended service population. This reflects Wisconsin's long-standing protocol that recognizes that every library in the state is established by a specific unit of local government but in fact serves a broader constituency that includes residents from the outlying part of the county. For many years, the state library agency, in compiling the Wisconsin Library Service Record has allocated that outlying county population to the municipal libraries within the county to fashion an approximation of each library's service population.

The chart on the following page applies the Wisconsin public library standards against the library's *projected* extended service population (roughly 16,300, per the discussion in Memo #1). It's important to apply the standards against the projected population because we're trying to use the standards to anticipate a range of possible service goals that will respond to anticipated future demands. At the same time, we ought to recognize that these measures will inevitably change and adjust over time, but this is the best version of this particular tool that can be.

We learn the following:

- The library's *current* print collection (54,419 volumes) registers just above the Tier 2 recommendation based on the library's projected year 2040 population
- The library's *current* audio collection (17,021 items) is more than 2x the recommended inventory based on the library's projected year 2040 population
- The library's *current* video collection (6,468 items) registers just above the Tier 2 recommendation
- The total collection inventory (print + audio + video = 71,440 items) registers just above the Tier 2 recommendation

Measure	Factor	Tier 1	Tier 2	Tier 3	Delavan
Books	Volumes per capita	2.70	3.20	4.20	
		44,010	52,160	68,460	54,419
Audio	Audio per capita	0.20	0.30	0.41	
		3,260	4,890	6,683	17,021
Video	Video per capita	0.31	0.36	0.61	
		5,053	5,868	9,943	6,468
Collection	Print+nonprint per capita	4.00	4.30	5.90	
		65,200	70,090	96,170	71,440
Magazines	Titles per 1,000 pop	6.80	7.80	10.10	
		111	127	165	51
Technology stations	Stations per 1,000 pop	0.88	1.10	1.54	
		14	18	25	15

- The number of magazines received (51) doesn't even reach the minimum / Tier 1 recommendation
- The number of technology stations on offer (15) just exceeds the minimum / Tier 1 recommendation

Refracted through the lens of the Wisconsin public library standards, this summary suggests the library could easily adopt a status quo posture regarding several key service components – print collections, audio and video. We might want to explore whether there is cause to extend any of the Tier 2 measures in favor of a Tier 3 target. The number of audio recordings in the current inventory is so far above the recommendation of the standards, we might want to explore whether the library's space needs should anticipate scaling back on that part of the collection (all the more so, given the evident shift in the landscape away from physical media toward downloadable and streaming services.

By these measures, the Aram Library is well off the mark in terms of its magazine collection. That might be alarming but for the fact that public libraries across the country have been reducing their magazine inventories for well over a decade now. The number of magazine titles held in all U.S. libraries per 1,000 population served peaked in 1997 at 7.27. By 2014, that ratio had fallen to 4.35 titles per 1,000 population before rebounding in the most recent dataset to 5.35 in 2015. (Your Humble Consulting Librarian is absolutely convinced this represents some kind of aberration in the reporting for that year.) For my part, given this larger national pattern, I am convinced the Wisconsin public library standards overstate the case, drawing their recommendation re magazines from a data set that is increasingly out dated, seeking to describe what is the most rapidly shifting service element in the public library's tool chest. In spite of the standards, I would have no hesitation to recommend a status quo goal for magazines!

Lastly, the recommendation regarding the number of technology stations for public use suggests the library could explore establishing a more assertive goal. It's important to provide this equipment so that users are able to access e-content, e-content being an increasingly more important component of the overall universe of information. At the same time, we're *beginning* to see libraries decelerate their expansion of this resource, given that more and more people are bringing their own devices to use, logging into the library's network. If the facility offers easy access to power and data and convenient work surfaces, it might mitigate the motivation to provide more and more and more terminals.

Let's discuss!

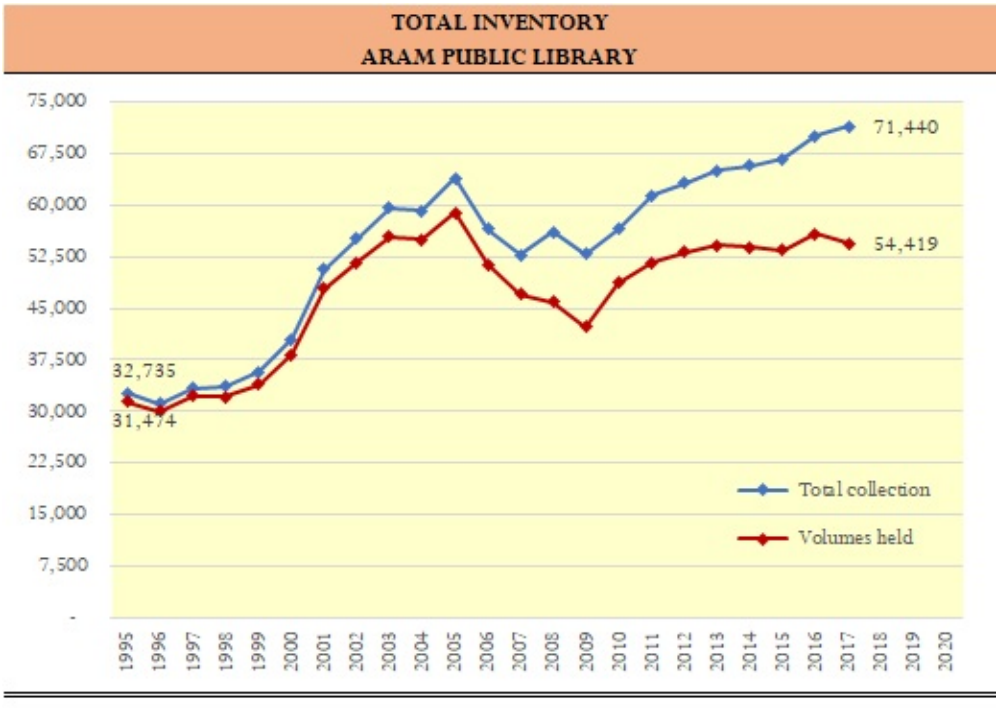
HIGHLY IMPORTANT MEMO #3

TO: Anita O'Brien
FROM: Anders C. Dahlgren
CC: Gregg Baum, Kevin Epperle
PHONE: 309-846-2836
DATE: April 11, 2018
ABOUT: Local service trends over time

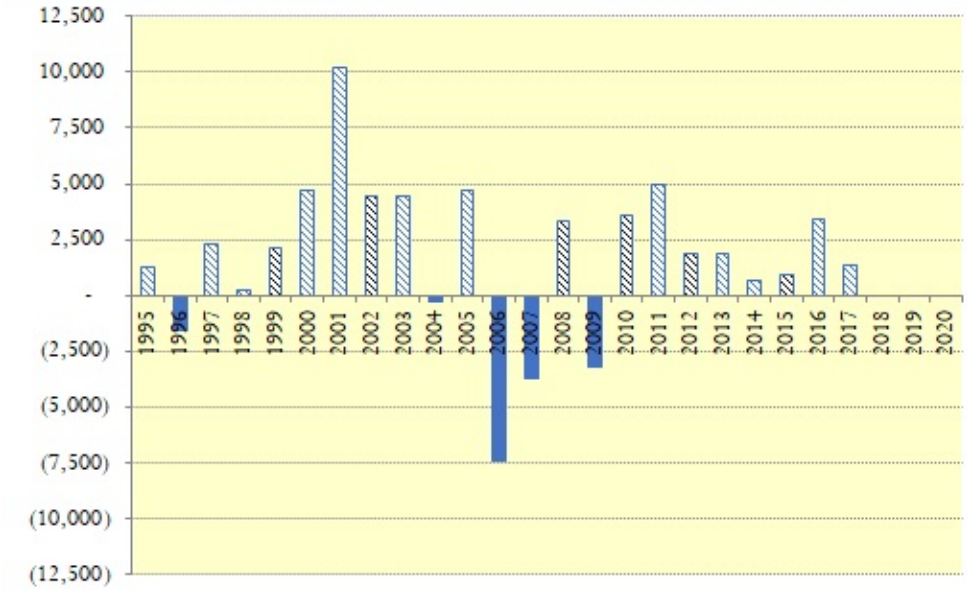
Anita,

Ordinarily, I would assemble a summary of a client library's annual report data over time and prepare a write up discussing trends and patterns in local service. There's a superb database maintained by the Institute for Museum and Library Services in DC that brings together annual report data gathered by the state library agencies across the country. Actually, the IMLS has been coordinating annual report data gathering protocols with the state library agencies for 30+ years. That resource is available for harvesting a library's annual report data going back to the mid-1990s.

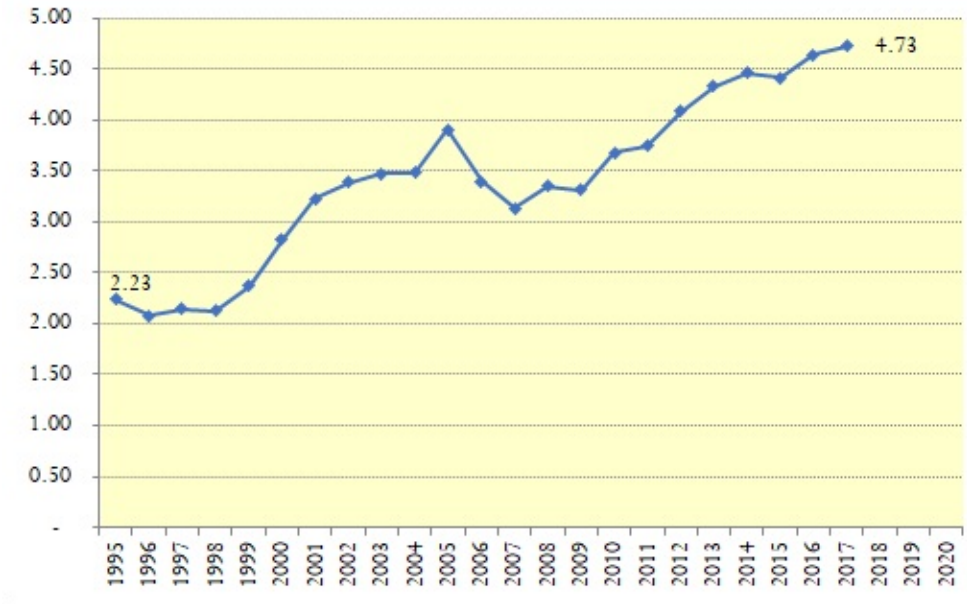
Actually, I've harvested that data for Delavan. And I'm going to deliver it in a data dump here for you. What I don't have is the context of our assertive calendar for the current study is the convenience of time to compose a tidy summary of findings. Instead, I wanted get this to you in hopes that we might be able to review it together on Thursday (tomorrow!), at least give it a quick once-over, see what issues, if any, leap to the fore.



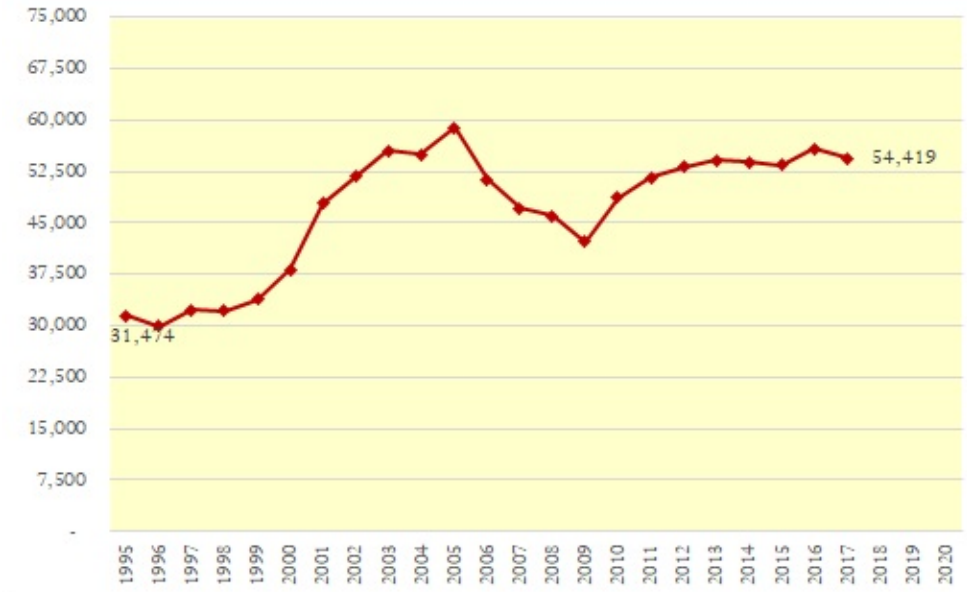
TOTAL INVENTORY -- CHANGE FROM PREVIOUS
ARAM PUBLIC LIBRARY



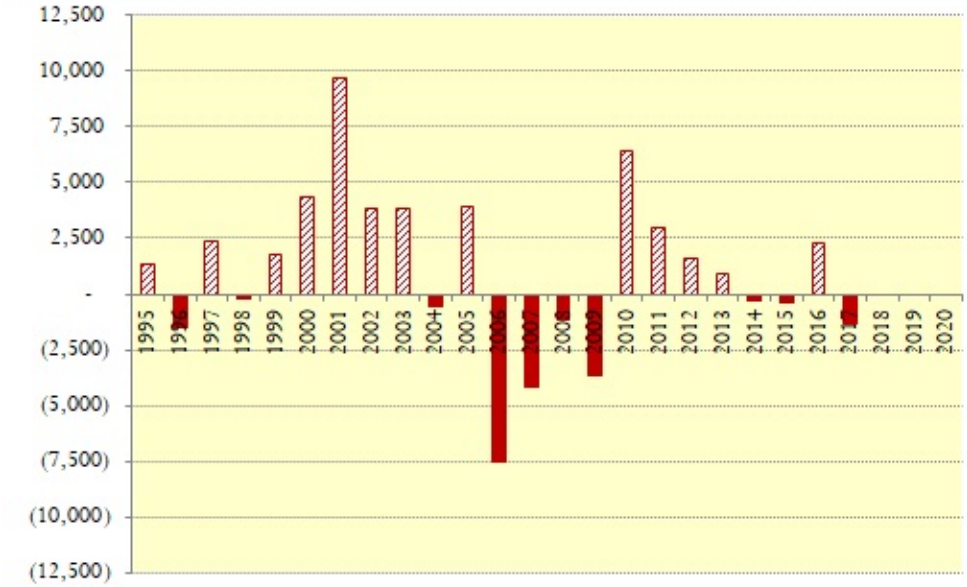
ITEMS HELD PER CAPITA
ARAM PUBLIC LIBRARY



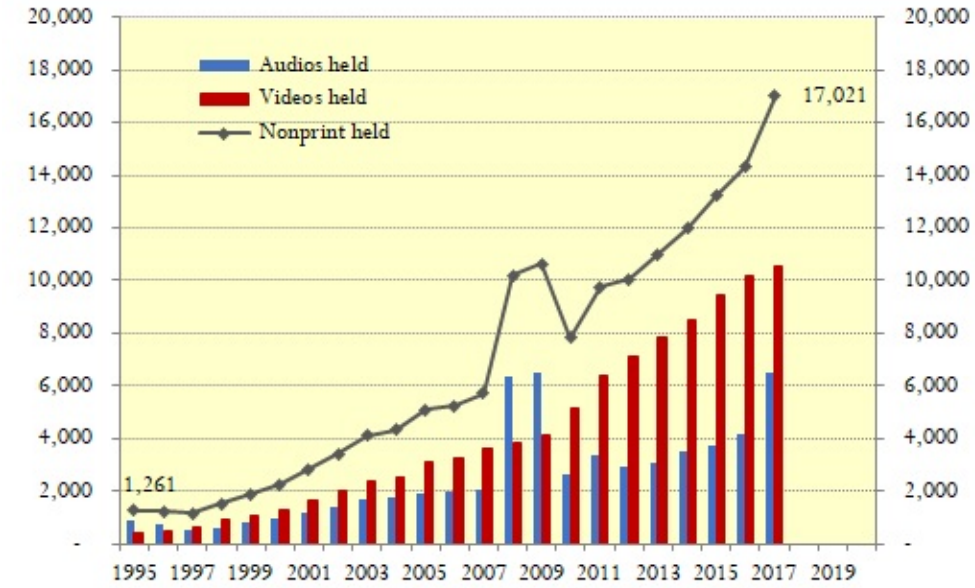
VOLUMES HELD
ARAM PUBLIC LIBRARY



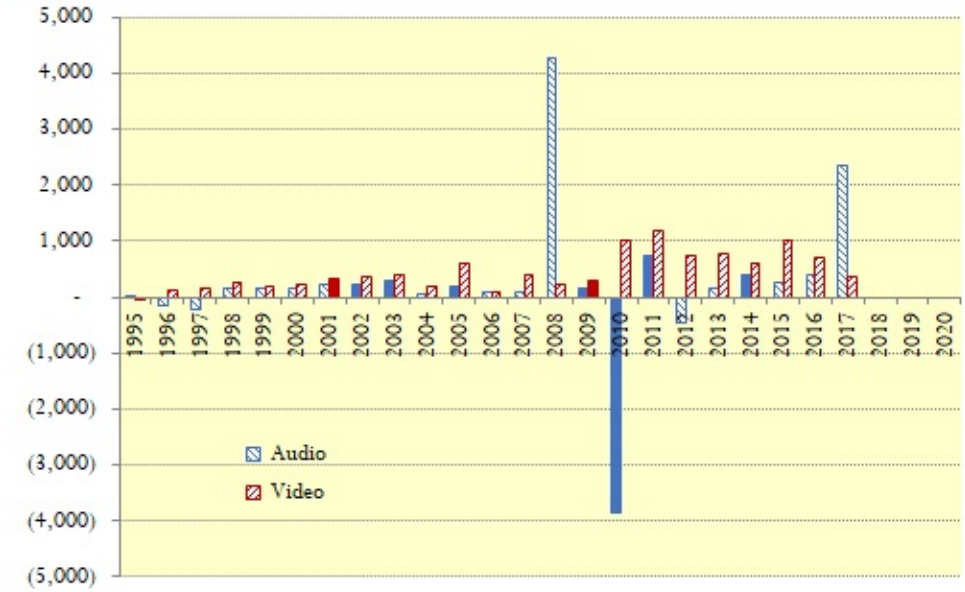
VOLUMES HELD -- CHANGE FROM PREVIOUS
ARAM PUBLIC LIBRARY

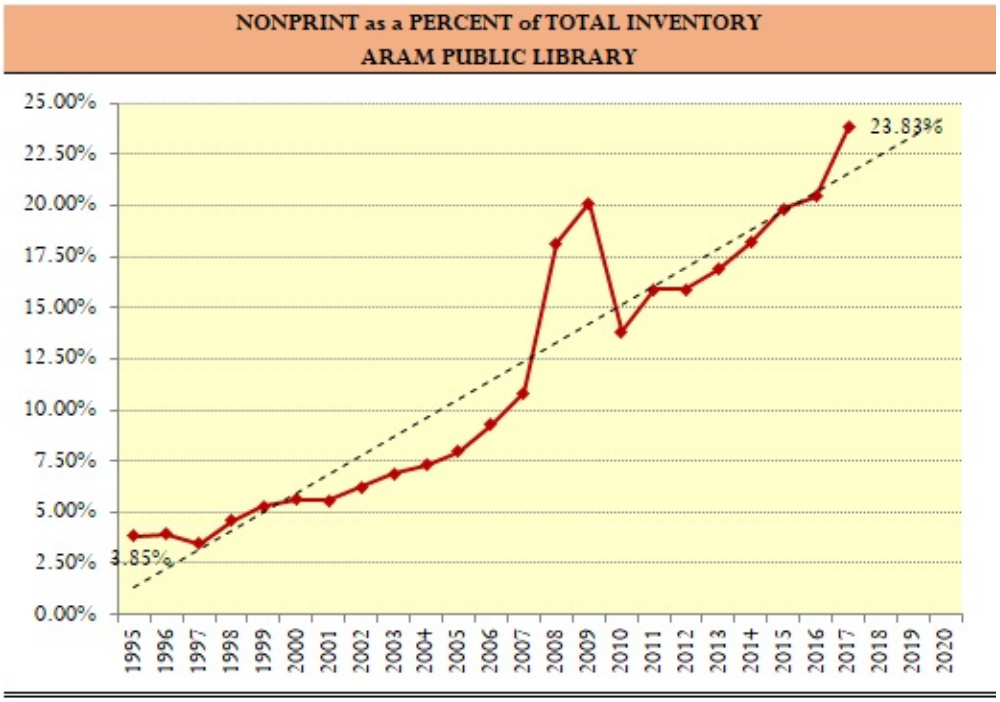


NONPRINT HELD
ARAM PUBLIC LIBRARY



NONPRINT HELD -- CHANGE FROM PREVIOUS
ARAM PUBLIC LIBRARY




NONPRINT as a PERCENT of TOTAL INVENTORY
ARAM PUBLIC LIBRARY
25.00%
22.50%
20.00%
17.50%
15.00%
12.50%
10.00%
7.50%
5.00%
2.50%
0.00%
3.85%
23.83%
1995
1996
1997
1998
1999
2000
2001
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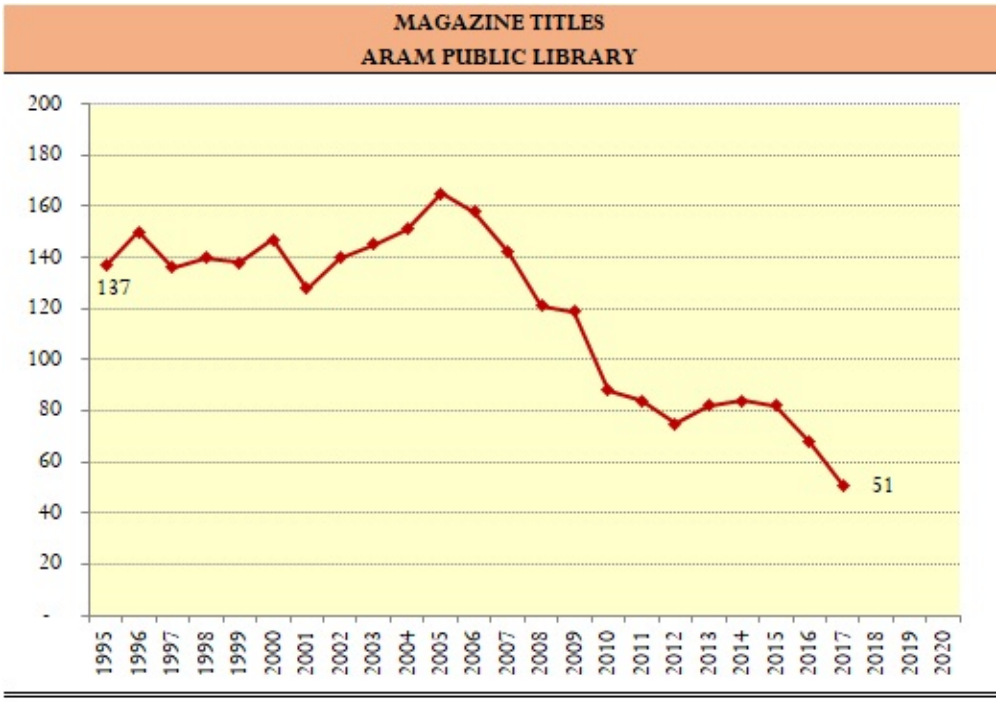
2019
2020


MAGAZINE TITLES
ARAM PUBLIC LIBRARY
200
180
160
140
120
100
80
60
40
20
-
137
51
1995
1996
1997
1998
1999
2000
2001
2002
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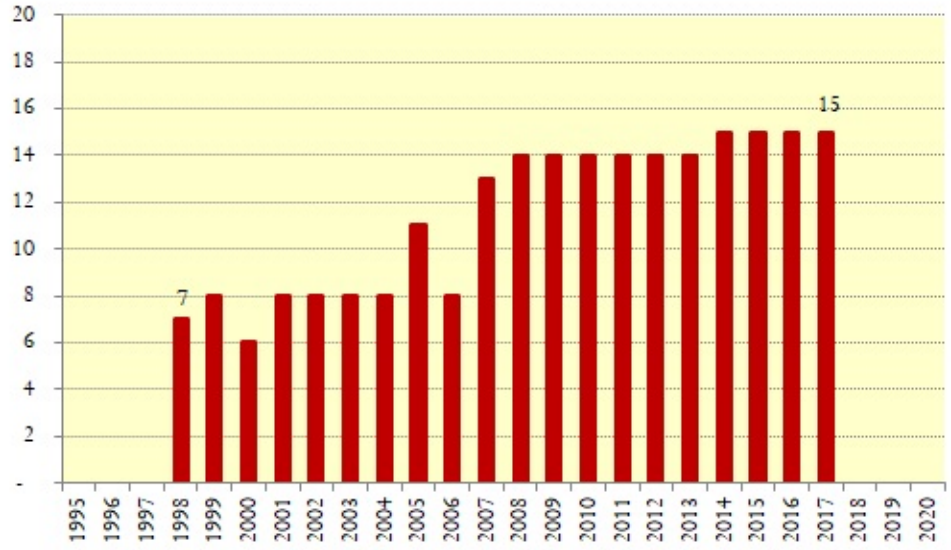
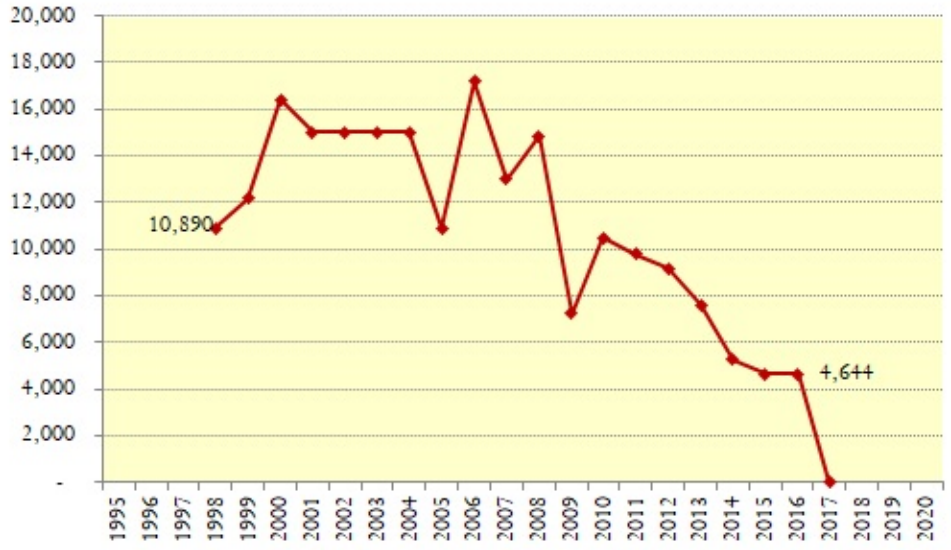
2019
2020

TECHNOLOGY STATIONS for PUBLIC USE
ARAM PUBLIC LIBRARY



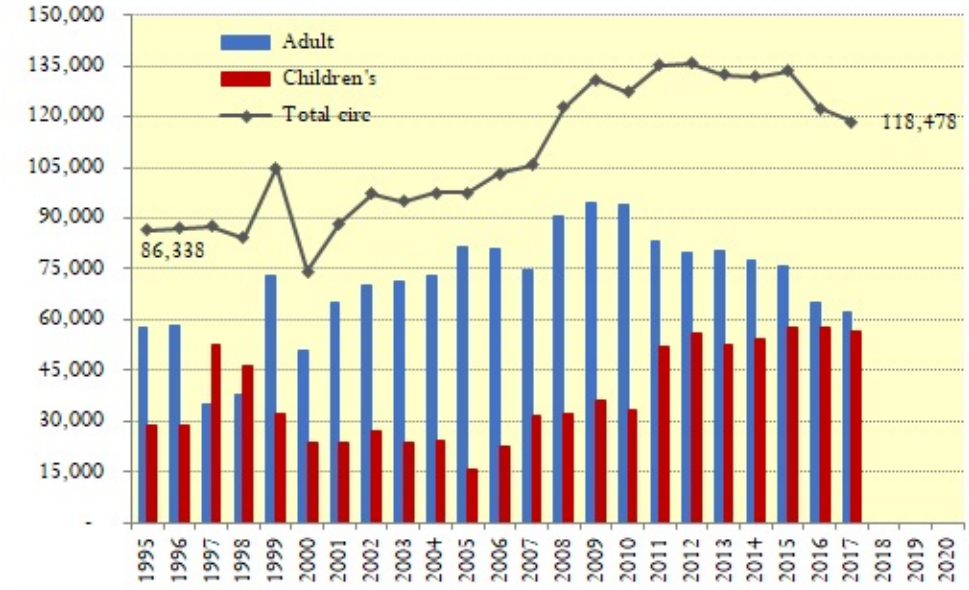
The IMLS did not collect data on technology stations for public use prior to 1998

ANNUAL VISITS per TECHNOLOGY STATION
ARAM PUBLIC LIBRARY

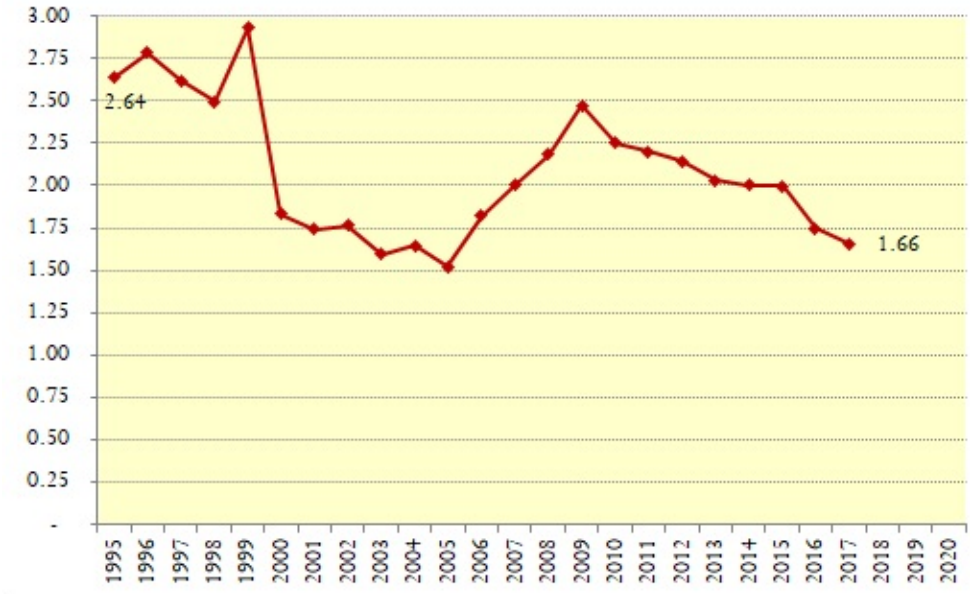


The IMLS did not collect data on technology stations for public use prior to 1998

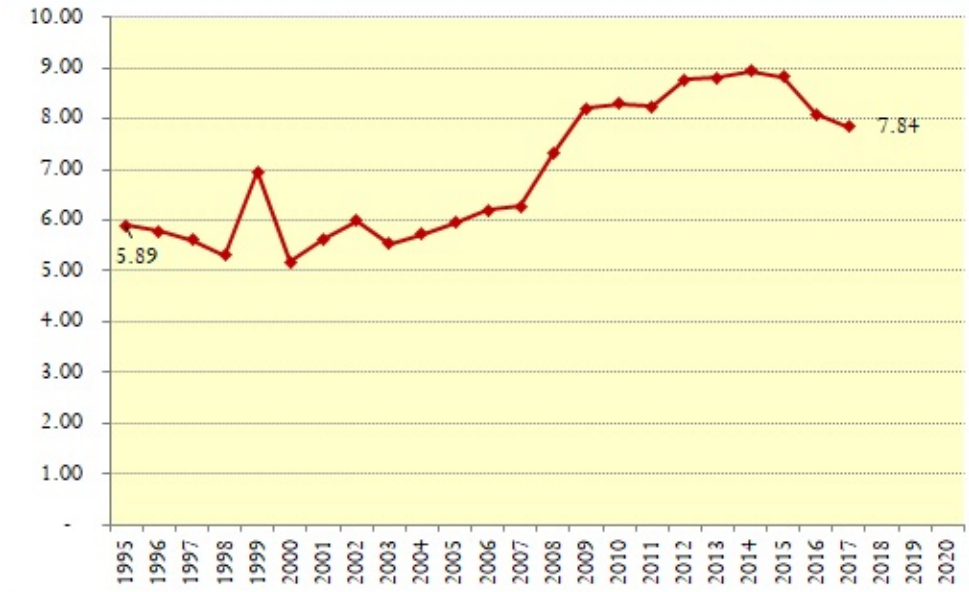
TOTAL CIRCULATION
ARAM PUBLIC LIBRARY



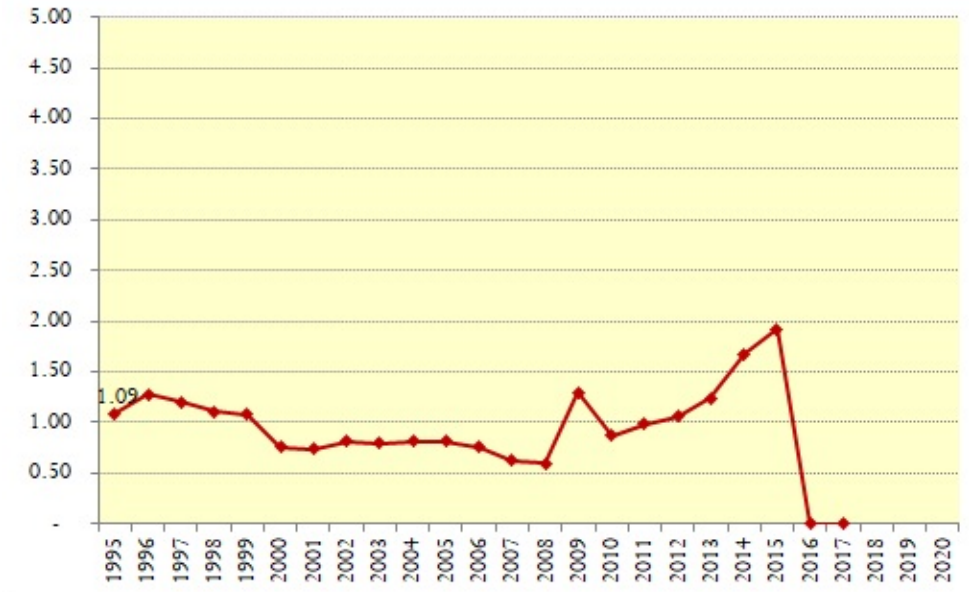
CIRCULATION per ITEM HELD (TURNOVER RATE)
ARAM PUBLIC LIBRARY



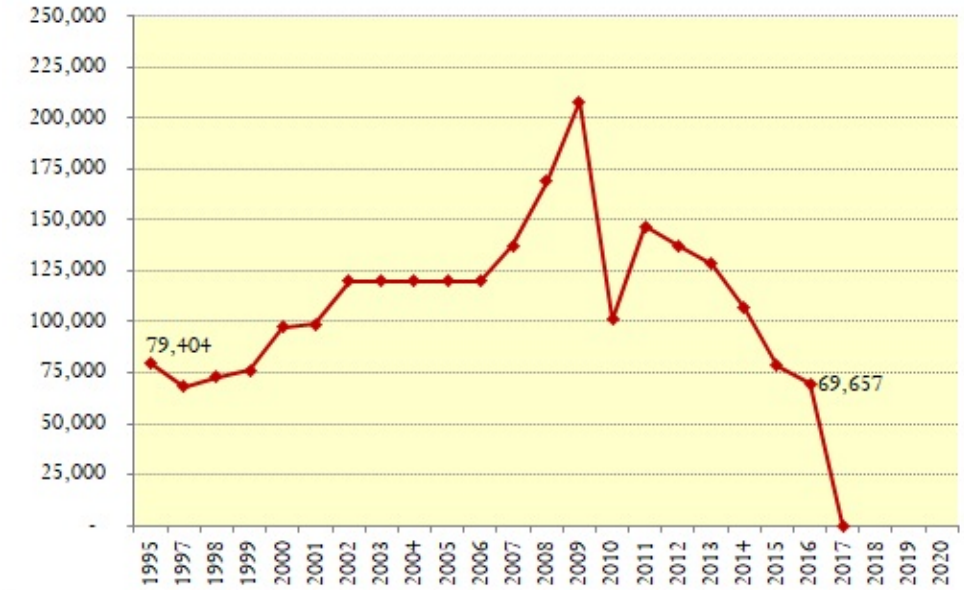
CIRCULATION PER CAPITA
ARAM PUBLIC LIBRARY



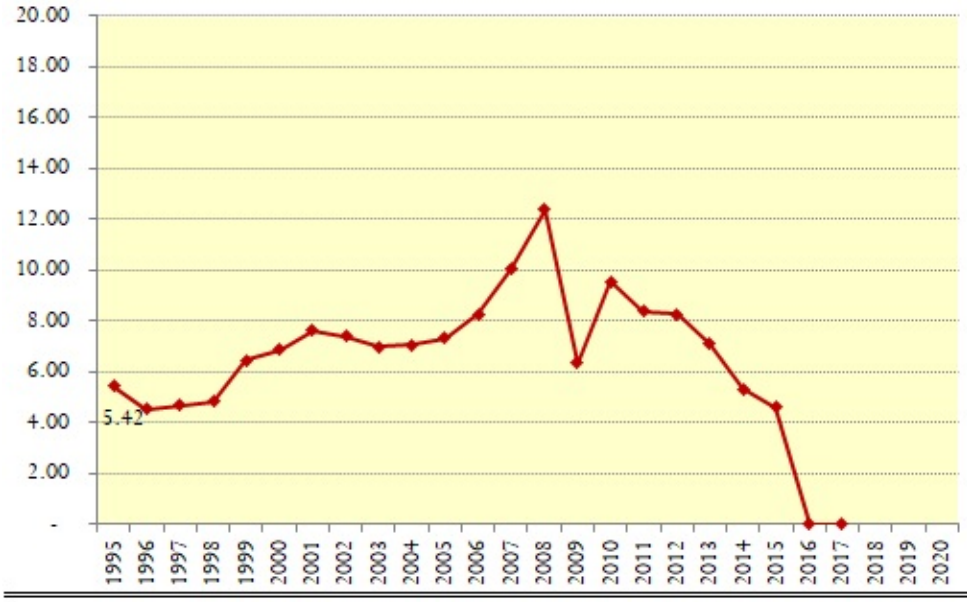
CIRCULATION per VISIT
ARAM PUBLIC LIBRARY



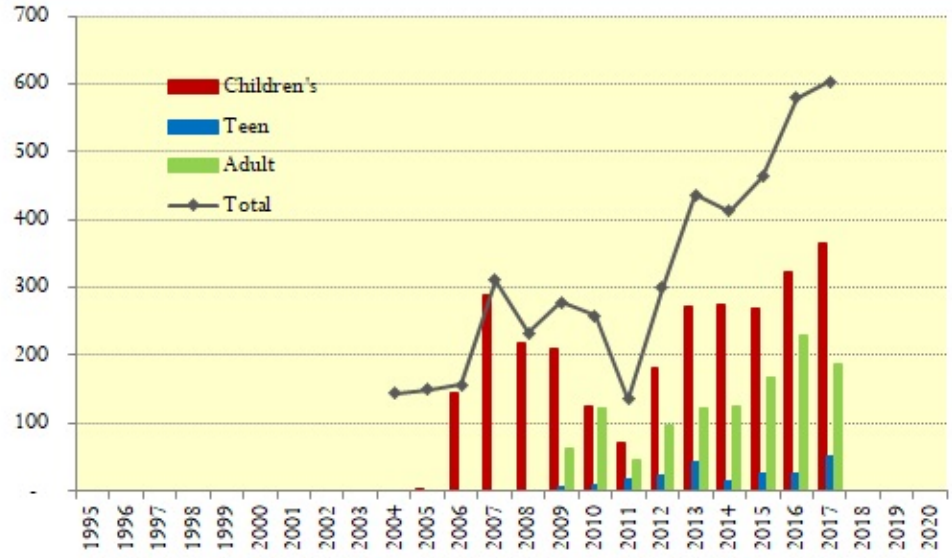
TOTAL ANNUAL VISITS
ARAM PUBLIC LIBRARY



ANNUAL VISITS PER CAPITA
ARAM PUBLIC LIBRARY

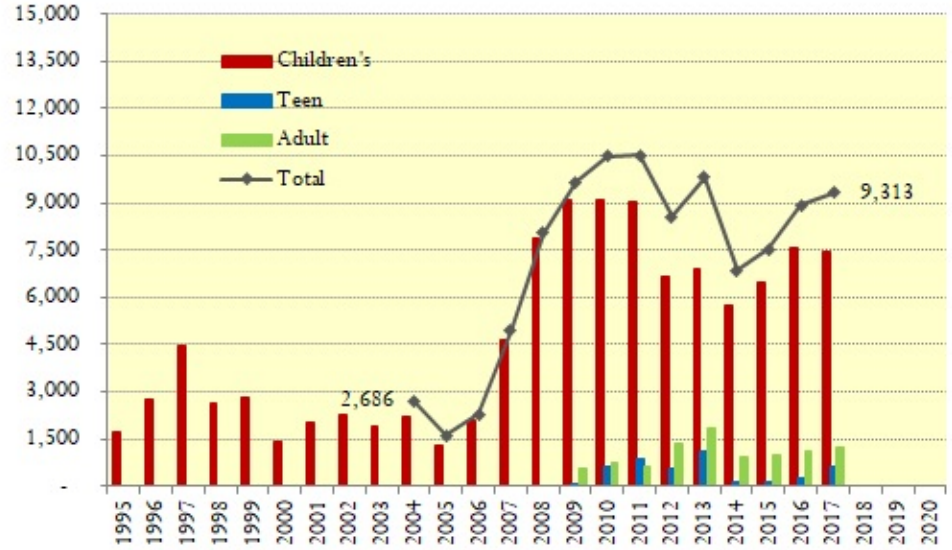


PROGRAM EVENTS
ARAM PUBLIC LIBRARY

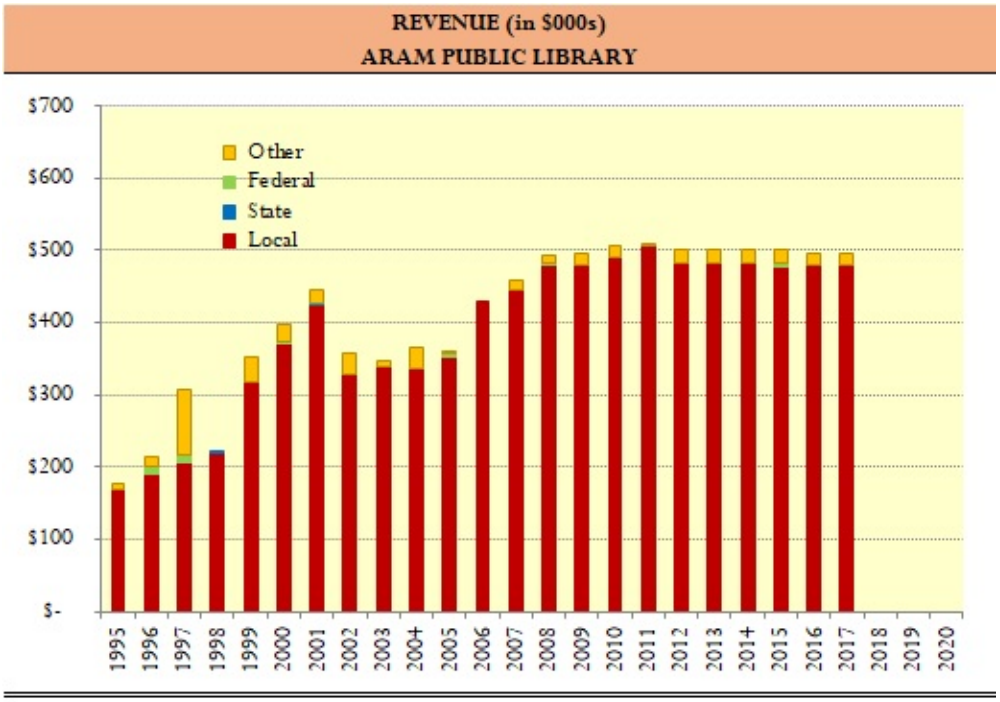


The IMLS started to gather data on total program events in 2004, children's program events in 2005, adult & t

PROGRAM ATTENDANCE
ARAM PUBLIC LIBRARY



The IMLS started to gather data on total attendance in 2004, adult & teen attendance in 2009


REVENUE (in $000s)
ARAM PUBLIC LIBRARY
$700
$600
$500
$400
$300
$200
$100
$-
Other
Federal
State
Local
1995
1996
1997
1998
1999
2000
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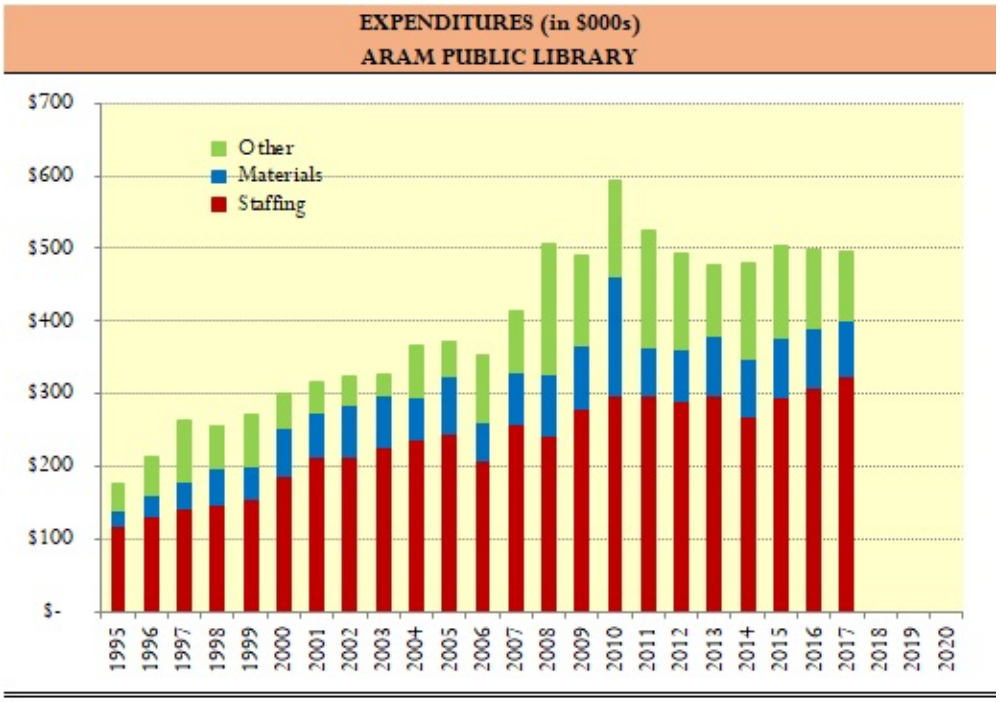
2016
2017
2018
2019
2020


EXPENDITURES (in $000s)
ARAM PUBLIC LIBRARY
$700
$600
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$400
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$100
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Other
Materials
Staffing
1995
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2017
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2019
2020

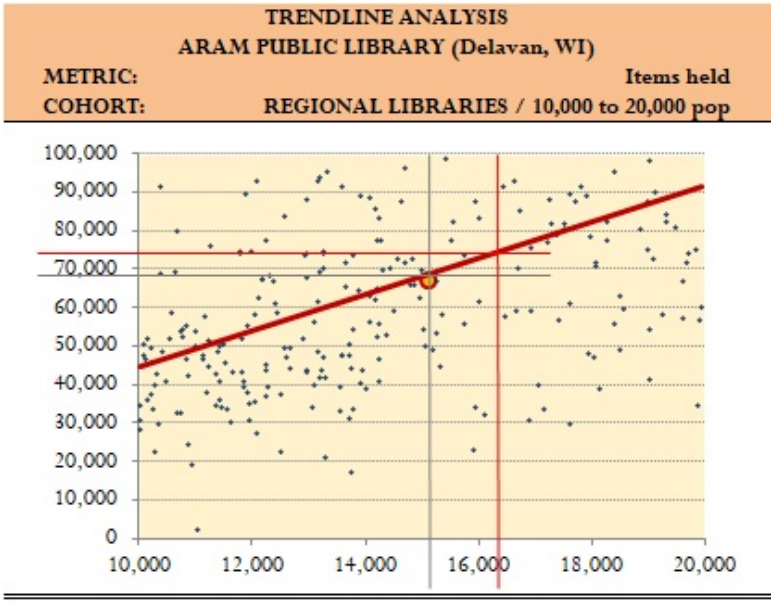
HIGHLY IMPORTANT MEMO #4

TO: Anita O'Brien
FROM: Anders C. Dahlgren
CC: Gregg Baum, Kevin Epperle
PHONE: 309-846-2836
DATE: April 18, 2018
ABOUT: Ruminations on future service goals?

Anita,

This will offer up some thoughts and possibilities regarding the inventory of resources and services the Aram Library should expect to support to meet the future service needs of the community. It's a distillation of the conversations we've had, the data that's been assembled. It's offered as a starting point for a discussion we'll continue next week when Gregg and I are on site for the community engagement interviews.

Collections – print + nonprint



To cut to the chase, I find the peer trendline / comparative benchmark analysis a useful point of reference in consideration of potential collection goals. That study of the experience of libraries in the region serving 10,000 to 20,000 population suggests the Aram Library should anticipate a collection of 74,250 items to meet the needs of the 16,300 people the library is projected to serve by the year 2040. If we look at the same metric from a slightly different perspective – items held *per capita* – a review of this cohort group suggests the library should expect to provide 4.55 items per capita, or 74,165 items. Roughly in the same ballpark.

This also corresponds favorably with an application of the Wisconsin public library standards. Those standards recommend three tiers of service. At the introductory level, Tier 1, the standards recommend a combined print + nonprint collection of 65,200 items for a library serving an extended population of 16,300. At Tier 2, the standards recommend a collection of 70,090 items. At Tier 3, the standards recommend 96,170 items. A collection of 74,250 items – round it to 75,000 print + nonprint items? – places the library somewhat above the Tier 2 recommendation.

The real question I have has to do with a broad national trend toward leaner collections. When I was on site last week, we discussed how when you examine the aggregate holdings of all U.S. public libraries, the number of items held per capita peaked in 2005 at 3.09 items and has been in decline ever since. By 2015

(the lat year for which national data is available), the ratio had dropped to 2.71 items per capita, a 12% decrease. We can keep in mind that much of the decrease is driven by reductions in the print inventory nationwide. If we look just at volumes held per capita, that ratio actually peaked a couple years earlier, in 2003. More recently, we've started to observe decreases in audio holdings (peaked in 2009). The aggregate video inventory in U.S. public libraries continues to grow.

We should also be aware that larger libraries appear to be driving that broad national trend. There appears to be a clear break in this trend at a population of 25,000. Among all population cohorts *above* that point, the ratio of items held per capita decreased between 2005 and 2015; among all population cohorts *below* 25,000 population, the ratio of items held per capita increased between 2005 and 2015.

Nevertheless, I will encourage us to take account of these trends as we process a future collection inventory goal to accommodate at the Aram Library. LPA's approach uses current / historical data as a pathway to a future target. The act of planning has been described as "a series of approximations to a moving target." We need to recognize the dynamics of this setting, we need to acknowledge that these tectonic plates of library service continue to shift. By the time the Aram Library arrives at its future in 2040, the metrics and guidelines we're examining will have surely shifted.

With this in mind, I suggest that we consider a moderation of the baseline recommendation from the trendline analysis of a collection of 74,250 items. The question is how much of a moderation? The Tier 2 recommendation from the standards might offer one option – 70,090 items, round to 70,000 items? Or would a more assertive approach be considered?

Collections – magazines

Nationally, the aggregate inventory of magazines received by U.S. public libraries has been in free-fall since peaking in 1997 at 7.27 titles per 1,000 population. By 2014, that ratio had fallen to 4.35, a 40% decrease. An odd thing occurred with the IMLS's release of the 2015 dataset – the ratio abruptly increased to 5.35. This belies almost two decades of consistent decline, and is such a sudden and unaccounted-for shift that it raises questions as to whether some odd, collective hiccup was injected into the IMLS data gathering effort.

The Aram Library presently receives 51 magazine titles, which is, frankly, an unusually small inventory. Nevertheless, I would incline to defer to local experience and maintain that inventory going forward. If this inventory meets the local need, staff hears no commentary that there aren't enough magazines available, there's no compelling cause to expand this collection. This is simply is not a resource that public libraries today are actively growing.

Do note that the Wisconsin public library standards call for a Tier 1 / minimum magazine inventory of 111 titles for a library serving 16,300 population. Given the way the Wisconsin state library agency develops the recommendations in the standards, the recommendations lag behind the current-day experience of libraries in the state, especially with regard to an especially dynamic measure like magazines received.

Technology stations for public use

The Aram Library presently offers 15 computers / technology stations for the public to use. According to the peer trendline analysis, a library serving 15,100 population should provide 22 stations. Staff has

commented that users have expressed an interest in having more stations, easier access to the devices. The trendline study suggests that a library serving 16,300 population should provide 24 stations.

The Wisconsin public library standards make a recommendation regarding the number of technology stations a library should provide. The Tier 1 / entry level recommendation is 14 stations. The Tier 2 recommendation is 18 stations. And the Tier 3 recommendation is 25 stations.

These two measures – the peer trendline study and the Wisconsin public library standards – appear to be relatively complementary.

We should think about the "moving target" aspect to this component of the library's resource and service inventory. For the last couple decades, the aggregate inventory of technology stations for public use has been growing rapidly. This has been one of the more dynamic metrics in the IMLS database. About five years ago, however, the rate of increase appears to have shifted and slowed. The aggregate number of stations nationwide continues to grow, but at a slower rate than was the case fifteen or twenty years ago. Some of LPA's recent clients have also reported that the demand for greater access appears to be decreasing. It's possible this reduction in the rate of increase is the first indicator of the impact of more and more users bringing their own laptops, tablets and other Internet connected devices for use in the library.

A few years ago, when the aggregate inventory of technology stations was still surging, I would have inclined toward boosting the recommended benchmark to account for future surges. Today, I wonder if simply sticking to the recommended benchmark is a way of acknowledging that the foot may be coming off the gas pedal on this metric?

In any case, one key to creating a successful library environment is to make access to electrical service widespread and convenient. Staff has commented on the need for ready and convenient access throughout the space. If there are ample opportunities for deliver service, the library will have the flexibility to reposition its technology as might be needed, and users will be able to use their own devices in the library with easy.

Reader seating

Reading through the literature on library space planning, one encounters various formulas that recommend the number of general reader seats a library should provide. Most of these formulas take the form of X seats per 1,000 population, with X decreasing as population grows, reflecting the greater economies of service scale a library experiences as population increases. Over the years, LPA has developed a single formula that seeks to blend the results of the various other formulas found in the literature.

Applying that "unified" formula to Delavan's projected service population of 16,300 produces a recommendation / benchmark of 90 seats. The library provides a little more than one-third that number today. Staff reports that general purpose reader seating is sorely missing in the present building.

Note that an inventory of 90 general purpose reader seats does NOT tally *every* last place within the library where one will be able to sit. Many, if not most, of the technology stations, for example, will be presented in a sit-down setting. The library will probably want to deploy some seating in multiple small group study rooms, but that seating is not included among this general purpose reader seating inventory; instead small group study room seating is considered "special-purpose" or "dedicated use" seating, it's provided in

support of a specific use or activity, and the space allocation is accommodated in a segment of space known as "special use space" (more on that later).

Staff space

Staff space can be challenging to forecast, for a variety of reasons:

- Work patterns are changing – when a library advances self-service strategies, for example, it often impacts how and where staff work stations should be distributed
- The present number of stations and their organization is less than what it should be, owing to years of "making do," and so the library's own direct experience can provide an unsuitable basis for making this forecast
- The correct number doesn't correspond directly to the number of individuals or FTEs on the payroll, but what work needs to be accomplished and how the flow can go

That said, we've spoken of consolidating all of the public service spaces in the library on a single level, with a single, primary point of service. We should continue our conversation regarding just how traditional that service point should be: will it continue to be a conventional circulation-oriented service point, or will circulation evolve into more of a self-service function, allowing the service point to "re-brand" as more of a customer service function?

The desk should be much less monumental, much less imposing, much more approachable than the present desk is. Staff comments have reinforced that idea. I happen to like the example shown in the image to the right, which I saw at the public library in Gothenburg, Sweden when I was there attending a recent conference of the International Federation of Library Associations. This desk is compact. The curvilinear form suggests approach-ability. It's on wheels, so it can be repositioned. It can operate in a stand-up or sit-down configuration. I will brazenly encourage us to consider something like this, or rather more likely a pair of kiosks like this to comprise the primary public service point in the library.

Is there any need, any interest, in the possibility of having a secondary desk, possibly for children's? Maybe a mobile station like the example from Gothenburg that can be wheeled into place to provide support during peak periods. (I'm thinking in the children's department during summer reading program maybe? Not saying we *must* do this, just asking the question to be sure we're covering everything we need to cover.)

For the back-of-house, I'm thinking in terms of a simple, single cluster of stations, most of which should be co-located in a shared "bullpen" kind of work space. More and more, my default around staff work spaces is to co-locate in favor of developing departmental work places. Certainly a single "bullpen" is effective for a smaller library, but increasingly I'm working with or visiting larger libraries where this approach has been favored. The main library in Norman, OK, which LPA programmed, combines adult / teen / children's staff in a single workroom, the better to support cross-talk and collaboration among departments, break down the silos. I toured the one-year-old library in Wheeling, IL recently and they take the same approach, pulling out only circulation functions for a separate back-of-house circ workroom near the desk

(and the exterior / after-hours return). Another advantage of a combined workroom is the ability to respond to changes in staff responsibilities / priorities. If you have a single room and over time staffing redistributes in ways we don't anticipate today, it's easier to adjust the space allocations in that single room than would be the case if staff back-of-house were deployed into multiple, discrete rooms.

So in that back-of-house, I see the following, which correspond to stations already in place within the library:

- a station for the director (certainly an enclosed office, for supervisory privacy)
- a station for the children's library / assistant director (also an enclosed office?)
- a check-in station
- a circulation clerical / system delivery check-in station
- a technical services station for cataloging and data entry
- a technical services station for processing & repair
- an all-purpose station for clerical & project support (there are effectively three stations in the present technical services area, and this station corresponds to the third)

In addition, I would suggest adding two, if not three, stations for general clerical and project support. I come by this suggestion noting from the peer trendline / comparative benchmark study that the Aram Library is about three FTE short of the "expected" staffing complement for a library serving 15,100 population, and about 4½ FTE short of the "expected" staffing complement for a library serving 16,300 population. This suggests that the library might anticipate increasing its staffing levels over time. An expanded, improved building is likely to attract increased use, which current staffing levels would be hard-pressed to keep up with. We've talked of the need for better / more space to support program preparation – one or more of these stations might be devoted to program support.

In all, I'd suggest an inventory of ten staff work stations (the seven corresponding to your existing inventory, plus three for future growth).

Meeting spaces

In the present building the library has a single meeting room on the lower level of the building. It seats 3-30, maybe 35, and even fewer than that in a chair and table configuration. When I was on-site for me initial meetings with staff, we spoke of the need for a dedicated program room attached to or available from the children's department for storytimes and routine, smaller-scale children's programming. Certainly, the library's current schedule of such programming warrants a separate, dedicated space to support that programming. We also talked about the need to support much larger audiences a few times a year – the end of children's summer-reading-club extravaganza, for example – and the difficulty that can ensue justifying a very large space for only a relative handful of times a year. Currently the library rents a tent and conducts those programs outdoors, but we talked about the possibility of creating a more thoughtfully-planned and executed exterior venue for such programming.

Initially, we zeroed in on two meeting facilities for the expanded library:

- a flat-floor, multi-purpose room to seat 80, theater-style
- a children's storytime room to seat 30

The multi-purpose room may (probably will be) divisible into two smaller rooms by way of a demountable partition, in order to support two smaller concurrent meeting events. The storytime room should be

located on the "edge" of the department so that programs for audiences other than children can be held here without having to pass *through* the children's department.

Space needs

A direct connection exists between the resource and service inventories a library seeks to house and the amount of space it needs. To greatly oversimplify the equation, all other things being equal a library will require more floor space if it establishes a service parameter to develop a collection of 250,000 volumes than would be the case if its collection development goal was 100,000 volumes; all other things being equal, a library will require more floor space if it seeks to provide 200 reader seats rather than 120.

Library Planning Associates's recommended space needs assessment methodology is organized around seven kinds of floor space to be found in most libraries:

- Collection space: for the library's traditional print and nonprint collections.
- Technology space: for the library's inventory of computers for public use to access e-content.
- Reader seating space: to provide a variety of comfortable seating for library patrons to use the library's resources in-house.
- Staff space: to provide staff work stations as needed to support the library's various routines and operations (circulation, public services, technical services, administration, etc.).
- Programming / meeting space: to accommodate library programming for the general public, meetings of the library board and/or staff, as well as meetings of other community groups.
- Special use space: to house those pieces of unique library furniture or special library functions that have not been accounted for in previous types of space (e.g., photocopiers, microform readers, small group study rooms, a public lounge or coffee bar, staff lounge, and the like).
- Nonassignable space: to house those spaces which must be provided to support a functioning building but which cannot be assigned directly to library purposes (e.g., vestibules, restrooms, stairwells, furnace rooms, etc.).

In some cases, this methodology can be adapted to make a specific, "dedicated" allowance to accommodate a feature or service that the library wants to identify at this early stage in planning.

Regarding each of these seven types of space, the library's program of service can be defined using comparative benchmarks from peer libraries or standards issued by a state library agency or association, and a unit space allowance can be applied to translate the service goals into the corresponding spatial requirements, using the factors summarized in the figure on the next page.

Several of the unit space allocations are described in a range from low to moderate to optimum, reflecting the fact that locally-determined preferences and priorities will impact how much space a library needs. For example, collection space needs are conditioned not solely by the quantities in the inventory, but by factors including aisle widths, and the height of the shelving units.

When these allowances are applied to a library's recommended service parameters, an estimate of the library's space needs can be made ranging from an optimum level to a minimum level. Within this range, a recommended estimate is defined based on expectations of density of housing the library's resources and economies of scale in the eventual building layout.

UNIT SPACE ALLOCATIONS

	SPACE ALLOCATION		
Collection space	Opt	Mod	Low
Books -- volumes per square foot	10.0	11.5	13.0
Magazine display -- titles per square foot	1.0	1.0	1.0
Magazine backfiles -- square feet per title per year held	0.5	0.5	0.5
Nonprint -- items per square foot	10.0	12.5	15.0
Technology space			
Public network stations -- square feet per terminal	50.0	40.0	35.0
Reader seating space			
Reader seats -- square feet per reader seat	35.0	32.5	30.0
Staff work space			
Staff desks / stations -- square feet per work station	150.0	137.5	125.0
Meeting room space			
Auditorium -- square feet per seat + allowance for stage	12.5	12.5	12.5
Program room -- square feet per seat + allowance for stage	10.0	10.0	10.0
Storytime room -- square feet per seat + allowance for stage	15.0	15.0	15.0
Conference room -- square feet per seat + gallery	30.0	30.0	30.0
Computer training room -- square feet per seat + instructor	50.0	50.0	50.0
Special use space			
Calculated as a percentage of gross building area	17.5%	15.0%	12.5%
Nonassignable space			
Calculated as a percentage of gross building area	32.5%	30.0%	27.5%
Dedicatred / special allowances			
Factored in as needed			

The chart on the following page applies these calculations to the resource and service parameters described above. Given this menu of resource and service inventory goals, the space needs of the Aram Public Library range from 19,600 square feet to 28,900 square feet. If the most generous, optimum unit space allowance were applied at every instance, the result would be at the high end of the range; if the lowest unit space allowances were applied at every instance, the result would be at the low end of that range.

In fact, the most likely result will involve a blend of optimum, moderate and low allocations. Based on LPA's experience and observations, the calculation in the "recommended" column on the following page applies just such a blend, and produces a "talking point" estimate of just over 24,000 square feet. For discussion purposes, the library should use this as the estimate for its long-term space needs.

Note that the current estimate is predicated on the resource and service inventory goals suggested previously in this memo. These targets have NOT been vetted or agreed to by library staff or board. As staff and/or board adjust the recommended service goals, the space needs will change accordingly.

ARAM PUBLIC LIBRARY SPACE NEEDS ESTIMATE

	Units	SPACE ALLOCATION			
A. Collection space		Optimal	Moderate	Low	*Recommend*
Print + media(NOTE: 0% in circulation)					
Opt: @ 10.0 vol / sq.ft.	70,000	7,000			*7,000*
Mod: @ 11.5 vol / sq.ft.	70,000		6,087		
Low: @ 13.0 vol / sq.ft.	70,000			5,385	
Periodical display					
@ 1.0 titles per sq.ft.	50	50	50	50	*50*
B. Public network stations					
Opt: @ 50.0 sq.ft. / terminal	25	1,250			
Mod: @ 40.0 sq.ft. / terminal	25		1,000		*1,000*
Low: @ 35.0 sq.ft. / terminal	25			875	
C. Reader seating space					
Opt: @ 35.0 sq.ft. / seat	90	3,150			
Mod: @ 32.5 sq.ft. / seat	90		2,925		*2,925*
Low: @ 30.0 sq.ft. / seat	90			2,700	
D. Staff work space					
Opt: @ 150.0 sq.ft. / station	10	1,500			
Mod: @ 137.5 sq.ft. / station	10		1,375		*1,375*
Low: @ 125.0 sq.ft. / station	10			1,250	
E. Meeting room space					
Multi-purpose room 1					
@ 10.0 sq.ft. per seat + speakers area	80	1,000	1,000	1,000	*1,000*
Multi-purpose room 2 (storytime)					
@ 15.0 sq.ft. per seat + presenter	30	500	500	500	*500*
SUBTOTAL (A+B+C+D+E)		14,450	12,937	11,760	13,850
F. Special use space (calculated against SUBTOTAL)		Optimal	Moderate	Low	*Recommend*
Opt: @ 17.5% of gross building area		5,058			
Mod: @ 15.0% of gross building area			3,528		*3,613*
Low: @ 12.5% of gross building area				2,450	
G. Nonassignable space (calculated against SUBTOTAL)					
Opt: @ 32.5% of gross building area		9,393			
Mod: @ 30.0% of gross building area			7,057		
Low: @ 27.5% of gross building area				5,390	*6,624*
GROSS BUILDING AREA		*28,900*	*23,522*	*19,599*	*24,087*

HIGHLY IMPORTANT MEMO #5

TO: Anita O'Brien
FROM: Anders C. Dahlgren
CC: Gregg Baum, Kevin Epperle
PHONE: 309-846-2836
DATE: May 12, 2018
ABOUT: Ruminations – updated

Anita,

This updates the discussion we started with Memo #4, acknowledging the comments you recently emailed to me. Based on those comments, a revised space needs assessment can be calculated. This memo also describes a planning model whereby estimates for the deployment of space into possible departments can be made.

Be aware that ALL of these pronouncements are preliminary. As your planning effort continues beyond the current study, it will be necessary to undertake preparation of a building program statement. A building program statement is a detailed description of the spatial and environmental characteristics to be realized in the final design for an expanded library in Delavan. When the next phase of this process kicks off – schematic design – it will be appropriate to develop the program. At that time, we will have a chance to revisit, review and confirm or adjust the essential planning parameters defined here.

Collections – print + nonprint

Memo #4 posited a collection inventory of 70,000 items (print + nonprint). This was predicated on a "triangulation" between the peer trendline / comparative benchmark analysis and the WI public library standards. We then moderated that recommendation slightly to factor in the broad national trend toward leaner collections. Your recent commentary concurred with this as a starting point. As part of the programming process, we will further detail specifications regarding collections – the specific deployment between print and nonprint, between adult / children's / teen, fiction and nonfiction, preschool and gradeschool, and so on. Well define other critical parameters regarding the collection such as shelving height, number of usable shelves per unit, aisle widths, and more. For now, though, we can make a general approximation of how much space a collection of 70,000 items will need.

For purposes of discussion, I will deploy the collection 85% into print, 15% into nonprint. This ratio for nonprint is higher than the recommendation that emerges from the regional peer cohort trendline analysis (13.70%), but lower than Delavan's current nonprint ratio (19.83% of total). We will be able to revisit and adjust this assumption during program development. With this ratio in place, however, the recommended collection of 70,000 items will be deployed into 59,500 books and 10,500 nonprint items.

Space needs for the collection can be calculated based on the anticipated size of the collection. Print collections can be housed at between 10.0 and 13.0 volumes per square feet, depending on factors such as shelf heights, aisle widths and the amount of marketing display employed. Nonprint collections can be housed at between 10.0 and 15.0 items per square feet, depending on the same variables.

Collections – magazines

The initial version of these ruminations posited an inventory of 51 magazine titles, which is based on the library's current subscription list. This number is well below the regional peer trendline analysis and the recommendation from the WI public library standards, but across the country magazine inventories are decreasing at such a rate, I thought best practices would align with Delavan's experience soon enough.

However, you indicated a preference to extend the inventory slightly – to 80 titles. Done!

Space for magazines can be accommodated allowing 1 title per square foot. For Delavan, a short run of back issues is recommended – no more than one year – and the capacity for this can easily be incorporated into the current issue display.

Technology stations for public use

The initial ruminations noted that the peer trendline / comparative benchmark analysis and the WI public library standards both point to a recommendation for about two dozen technology stations for public use. In your emailed response, you seemed comfortable with that starting point *as long as the plans for the expansion accommodate a robust power distribution system throughout the public space in the building*. This will make it easier for users to bring their own internet-connect-able devices to the library and plug into the local network.

Space for technology stations will require anywhere between 35.0 square feet and 50.0 square feet per station.

Reader seating

General reader seating is at a definite premium in the present building. A generous tally of places to designed to accommodate seated users totals about three dozen seats. (This does not include seated computer stations and a few other "dedicated purpose" seating areas.)

LPA has developed a formula that interpolates the four or five formulas for public library seating inventories that are found in the literature on library space planning. Per that formula, Delavan should offer 90 reader seats. These should be allocated into a variety of styles – lounge chairs, seating at tables, and more. Ideally, the seating chosen for the expansion will be easily moveable so users can configure and reconfigure the seating to meet their changing needs.

As noted in the initial version of these ruminations, be aware that an inventory of 90 general purpose reader seats does NOT tally *every* last place within the library where one will be able to sit. Many, if not most, of the technology stations, for example, will be presented in a sit-down setting. The library will probably want to deploy some seating in multiple small group study rooms, but that seating is not included among this general purpose reader seating inventory; instead small group study room seating is considered "special-purpose" or "dedicated use" seating, it's provided in support of a specific use or activity, and the space allocation is accommodated in a segment of space known as "special use space" (more on that later).

A space allocation for reader seating ranges from 30.0 square feet per seat to 35.0 square feet per seat.

Staff space

Staff space is estimated by making a tally of places where staff members undertake specific work routines in support of library operations.

Public service desks are a critical part of the service equation. This is where staff and users interact, and the number of service points and their design are a key to effective library service. It's important to note that our tally of staff work stations takes account of certain fundamental changes in how the staff and users will engage. We acknowledge that the library prefers to depart from the current large, monumental, magisterial circulation desk in favor of a configuration that is more approachable. The public service desk I photographed at the public library in Goteborg, Sweden while attending a conference of the International Federation of Library Associations can serve as an example of what the desk should look like (see image, next page). Also, we acknowledge that over time, circulation activities will shift more and more toward self-service, and as it does, the library's primary public service point will assume a greater and greater focus on customer service.

In the present building there are three public service points, and our current tally of staff work places anticipates up to three service points in the expanded building. We've expressed a hope that in the expansion *all* public service space can be consolidated on a single level. This space will be monitored and supported from a single consolidated service point. This service point will be routinely operated with one staff, but for peak times, it should be scaled to support two staff. Given the model of the Goteborg desk, the concept for this primary service point will have two such nodes or kiosks. In addition, a third staff station should be held in reserve for a possible children's public service desk, should we decide to regain that current service point as schematic plans for the expansion are discussed.

For the back-of-house operations, we've envisioned a simple, single cluster of stations, most of which should be co-located in a shared "bullpen" kind of work space. A particular advantage of a combined workroom is the ability to respond to changes in staff responsibilities / priorities. With a single room, should staffing routines redistribute over time in ways we don't anticipate today, it's easier to adjust the space allocations in that single room than would be the case if staff back-of-house were deployed into multiple, discrete rooms.

In that back-of-house, we've identified the following stations which correspond roughly to stations already in place within the library:

- a station for the director (certainly an enclosed office, for supervisory privacy)
- a station for the children's library / assistant director (also an enclosed office?)
- a check-in station
- a circulation clerical / system delivery check-in station
- a technical services station for cataloging and data entry
- a technical services station for processing & repair
- an all-purpose station for clerical & project support (there are effectively three stations in the present technical services area, and this station corresponds to the third)

Two, if not three, additional stations should be accommodated for general clerical and project support.

In all, this tallies thirteen stations for staff operations.

Staff space can be calculated allowing between 125.0 square feet and 150.0 square feet per station.

Meeting spaces

In response to staff comments, increases in capacity of the two proposed meeting spaces – the multi-purpose, flat-floor program room increases from a capacity of 80 to 100; the storytime room capacity is increased from 30 to 40.

The multi-purpose room may (probably will be) divisible into two smaller rooms by way of a demountable partition, in order to support two smaller concurrent meeting events. The storytime room should be located on the "edge" of the department so that programs for audiences other than children can be held here without having to pass *through* the children's department.

Space needs for a multi-purpose room can be estimated allowing 10 square feet per seat, plus an allowance for a stage / presenter. Space needs for a storytime room should allow 15 square feet per seat – the larger unit space allocation is needed to accommodate the fact that many children's programs today are not limited to reading a story but include a movement or craft activity.

Special use space

To calculate a library's space needs, an allowance is included for special use space. This accommodates functions and spaces that most libraries choose to provide but that haven't been accounted for in the types of spaces discussed to this point. Special use space might support functions such as:

- a copy / production center
- a maker space
- a staff lounge
- small group study rooms
- a public refreshment area or library café

Nonasssignable space

Finally, an allowance is made for nonassignable space, which includes restrooms, lobbies, stairwells and elevator shafts, mechanical rooms, and wall thicknesses.

Space needs

A direct connection exists between the resource and service inventories a library seeks to house and the amount of space it needs. To greatly oversimplify the equation, all other things being equal a library will require more floor space if it establishes a service parameter to develop a collection of 250,000 volumes than would be the case if its collection development goal was 100,000 volumes; all other things being equal, a library will require more floor space if it seeks to provide 200 reader seats rather than 120.

Library Planning Associates's recommended space needs assessment methodology is organized around seven kinds of floor space to be found in most libraries:

- Collection space: for the library's traditional print and nonprint collections.

- Technology space: for the library's inventory of computers for public use to access e-content.
- Reader seating space: to provide a variety of comfortable seating for library patrons to use the library's resources in-house.
- Staff space: to provide staff work stations as needed to support the library's various routines and operations (circulation, public services, technical services, administration, etc.).
- Programming / meeting space: to accommodate library programming for the general public, meetings of the library board and/or staff, as well as meetings of other community groups.
- Special use space: to house those pieces of unique library furniture or special library functions that have not been accounted for in previous types of space (e.g., photocopiers, microform readers, small group study rooms, a public lounge or coffee bar, staff lounge, and the like).
- Nonassignable space: to house those spaces which must be provided to support a functioning building but which cannot be assigned directly to library purposes (e.g., vestibules, restrooms, stairwells, furnace rooms, etc.).

In some cases, this methodology can be adapted to make a specific, "dedicated" allowance to accommodate a feature or service that the library wants to identify at this early stage in planning.

Regarding each of these seven types of space, the library's program of service can be defined using comparative benchmarks from peer libraries or standards issued by a state library agency or association, and a unit space allowance can be applied to translate the service goals into the corresponding spatial requirements, using the factors summarized in the figure on the next page.

Several of the unit space allocations are described in a range from low to moderate to optimum, reflecting the fact that locally-determined preferences and priorities will impact how much space a library needs. For example, collection space needs are conditioned not solely by the quantities in the inventory, but by factors including aisle widths, and the height of the shelving units.

When these allowances are applied to a library's recommended service parameters, an estimate of the library's space needs can be made ranging from an optimum level to a minimum level. Within this range, a recommended estimate is defined based on expectations of density of housing the library's resources and economies of scale in the eventual building layout.

The chart on the following page applies these calculations to the resource and service parameters described above. Given this menu of resource and service inventory goals, the space needs of the Aram Public Library range from 20,600+ square feet to 30,500+ square feet. If the most generous, optimum unit space allowance were applied at every instance, the result would be at the high end of the range; if the lowest unit space allowances were applied at every instance, the result would be at the low end of that range.

In fact, the most likely result will involve a blend of optimum, moderate and low allocations. Based on LPA's experience and observations, the calculation in the "recommended" column on the following page applies just such a blend, and produces a "talking point" estimate of just over 25,500 square feet. For discussion purposes, the library should use this as the estimate for its long-term space needs.

ARAM PUBLIC LIBRARY SPACE NEEDS ESTIMATE

	Units	SPACE ALLOCATION			
A. Collection space		Optimal	Moderate	Low	*Recommend*
Print + media(NOTE: 0% in circulation)					
Opt: @ 10.0 vol / sq.ft.	59,500	5,950			*5,950*
Mod: @ 11.5 vol / sq.ft.	59,500		5,174		
Low: @ 13.0 vol / sq.ft.	59,500			4,577	
Nonprint					
Opt: @ 10.0 items / sq.ft.	10,500	1,050			*1,050*
Mod: @ 12.5 items / sq.ft.	10,500		840		
Low: @ 15.0 items / sq.ft.	10,500			700	
Periodical display					
@ 1.0 titles per sq.ft.	80	80	80	80	*80*
B. Public network stations					
Opt: @ 50.0 sq.ft. / terminal	25	1,250			
Mod: @ 40.0 sq.ft. / terminal	25		1,000		*1,000*
Low: @ 35.0 sq.ft. / terminal	25			875	
C. Reader seating space					
Opt: @ 35.0 sq.ft. / seat	90	3,150			
Mod: @ 32.5 sq.ft. / seat	90		2,925		*2,925*
Low: @ 30.0 sq.ft. / seat	90			2,700	
D. Staff work space					
Opt: @ 150.0 sq.ft. / station	13	1,950			
Mod: @ 137.5 sq.ft. / station	13		1,788		*1,788*
Low: @ 125.0 sq.ft. / station	13			1,625	
E. Meeting room space					
Multi-purpose room 1					
@ 10.0 sq.ft. per seat + speakers area	100	1,200	1,200	1,200	*1,200*
Multi-purpose room 2 (storytime)					
@ 15.0 sq.ft. per seat + presenter	40	650	650	650	*650*
SUBTOTAL (A+B+C+D+E)		15,280	13,656	12,407	14,643
F. Special use space (calculated against SUBTOTAL)		Optimal	Moderate	Low	*Recommend*
Opt: @ 17.5% of gross building area		5,348			
Mod: @ 15.0% of gross building area			3,724		*3,820*
Low: @ 12.5% of gross building area				2,585	
G. Nonassignable space (calculated against SUBTOTAL)					
Opt: @ 32.5% of gross building area		9,932			
Mod: @ 30.0% of gross building area			7,449		
Low: @ 27.5% of gross building area				5,687	*7,003*
GROSS BUILDING AREA		*30,560*	*24,830*	*20,678*	*25,465*

Beyond the service and space needs assessment

This overall finding is an important milestone: based on the resource and service inventory the library should pursue to meet the long-term needs of the community, the library will need a building of 25,500 square feet. This expression of the broad scale of the library's facilities needs starts to inform budgetary considerations, site development considerations, expansion configuration options, and more.

As useful as this milestone is, this result needs to be developed in greater and greater detail. Following this needs assessment / concept plan study, architectural planning will proceed to schematic design. Schematic design will present a more carefully considered and detailed plan. As schematic design begins, this phase will be guided by a companion to this current study – a building program statement. A building program statement is a detailed description of the spatial and environmental parameters to be realized in the design. It's a kind of checklist of elements to be accommodated in the design. It builds on the foundation of the needs assessment study and elaborates upon it.

The program answers four key questions that will guide the architect's design efforts:

- How large does the building need to be?
- How should it be divided and organized into spaces, rooms, and departments?
- How large does each of those functional areas needs to be?
- How do these functional areas need to be organized, which functional areas need to be proximate to each other?

Program development starts with the findings of this needs assessment. From there, program specifications are developed by:

- VERIFYING the essential resource and service inventory developed during the needs assessment, adjusting it as may be needed after taking time to assimilate and reflect
- QUANTIFYING additional resources and services that may be needed – the needs assessment methodology is organized around selected core service components and calculates the space needs of those core areas with a certain maneuvering room that's meant to capture specific needs of the individual library
- IDENTIFYING the departments, rooms, spaces, and areas into which the library should be organized to support easy patron use and effective, efficient operations
- CLASSIFYING the resources and services into groupings that will be found in the actual building
- SPECIFYING the particular environments housing the various components of the library's service program
- CODIFYING the interrelationships and adjacencies among the individual functional areas within the building to optimize user access and convenience and staff efficiency and effectiveness

Development of program will come as Delavan's expansion planning moves into its next phase, and yet in the context of the current study, the design workshop to explore concept plan options for expansion would benefit from a deeper understanding of how space distribution. It's not enough to know that Delavan's building needs to be 25,500 square feet, it would be helpful to know something of how the space within should be deployed. And yet a full program is beyond the scope of the current work.

In lieu of developing a full program, LPA examined five recent programs prepared for public libraries of similar size in other communities. The communities included

- Whitewater, WI

- DeWitt, IA
- Richton Park, IL
- Springfield, TN
- Flossmoor, IL

The five buildings ranged in gross area from 18,000 square feet to 33,600 square feet; the average size was 26,700+ square feet.

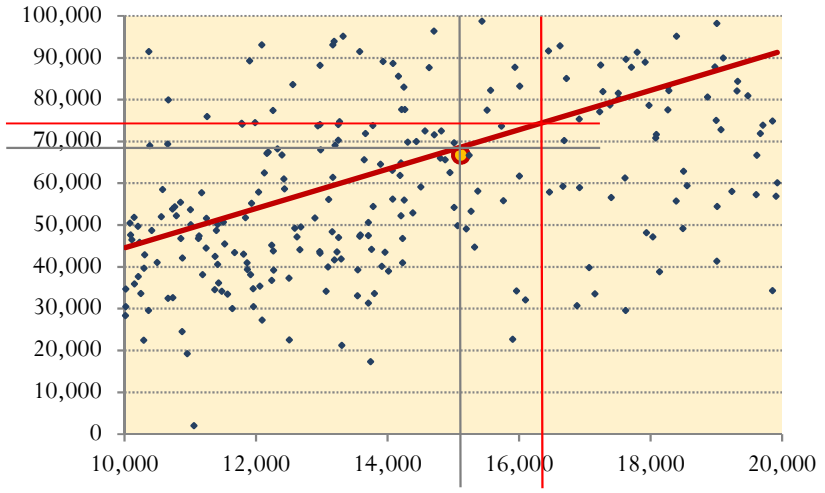
The departmental distributions among these five libraries were relatively similar. The chart to the right summarizes the average proportionate share of space allocated to each department. Because the five programs described staff space with less consistency, the staff / back-of-house is calculated as a combined space.

ARAM MEMORIAL LIBRARY / DEPARTMENTAL ESTIMATE

	Share	Sq.ft.
ENTRY + ORIENTATION	14.58%	3,718
ADULT SERVICES -- BROWSING	13.62%	3,474
ADULT SERVICES -- NONFICTION	15.67%	3,995
TEEN SERVICES	4.33%	1,103
YOUTH SERVICES	16.40%	4,181
MEETING ROOMS	8.48%	2,162
STAFF SERVICES -- TECHNICAL SERVICES		
STAFF SERVICES -- ADMINISTRATION	7.01%	1,787
STAFF SERVICES -- OTHER		
DESIGNATED NONASSIGNABLE	3.60%	919
Sum of all department totals	85.30%	21,752
Allowance for nonassign / mech	4.90%	1,250
Allowance for nonassign / other	9.80%	2,499
GROSS AREA NEEDED		25,500

The chart to the right then applies these proportionate shares to a building of 25,500 square feet to fashion an estimate of how large each of these departments may be. The entry and orientation functions will require an estimated 3,700 square feet; youth services will require 4,100 square feet. These allocations, of course, will be verified through the detailed programming effort that will be completed when it's time to begin schematic design.

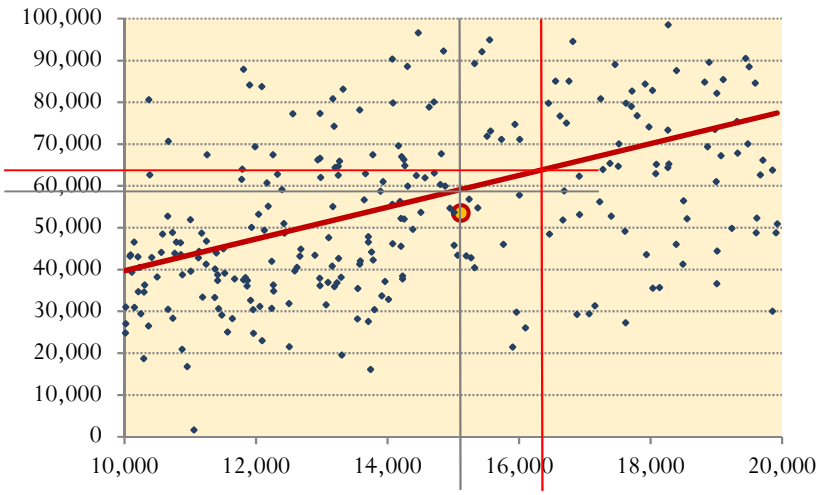
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Items held
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	66,743
n=	269
Min	1,989
50th %	59,245
75th %	81,582
90th %	101,113
Max	183,682
% rank	57.40
% rank pop	63.80

Intercept
74,250

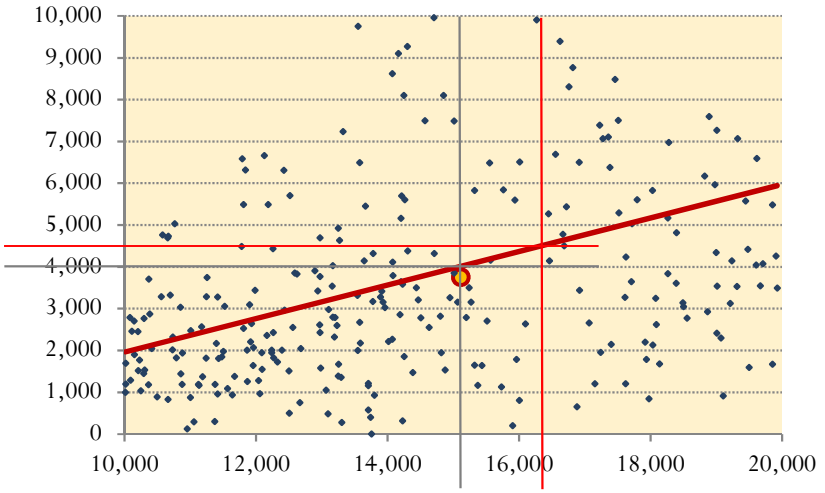
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Volumes held
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	53,508
n=	269
Min	1,628
50th %	52,168
75th %	69,640
90th %	85,890
Max	147,701
% rank	52.60
% rank pop	63.80

Intercept
63,500

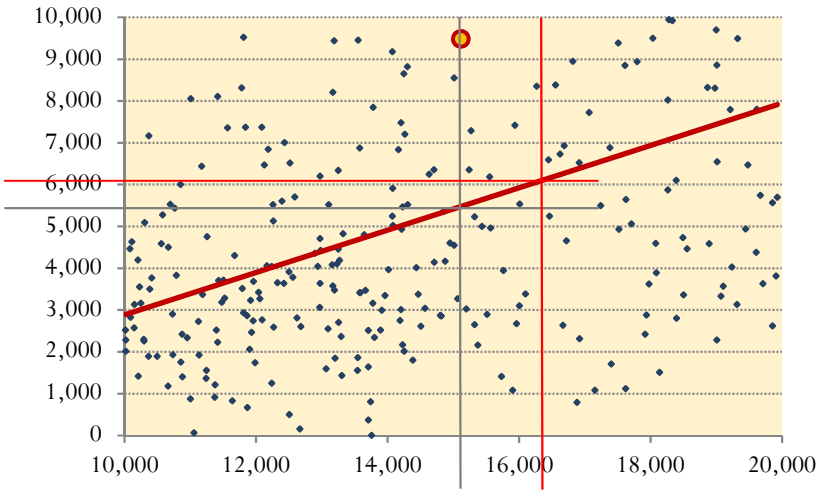
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Audio recordings held
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	3,750
n=	269
Min	-
50th %	3,050
75th %	4,777
90th %	7,241
Max	21,503
% rank	63.40
% rank pop	63.80

Intercept
4,500

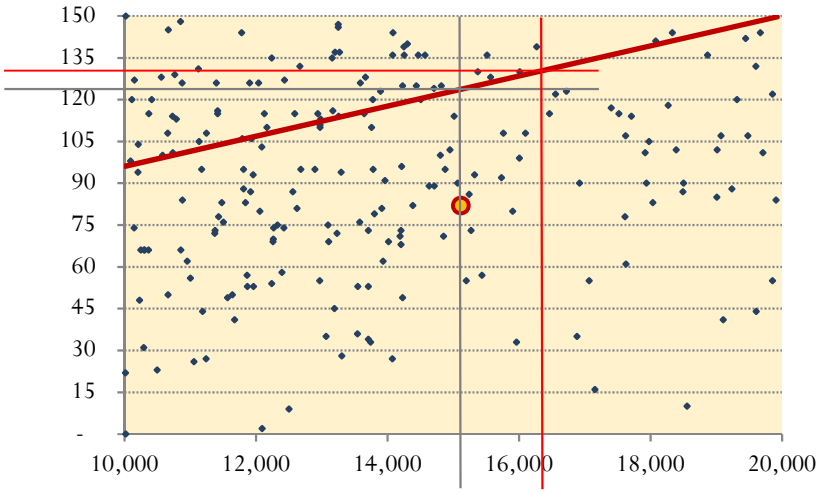
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Video recordings held
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	9,485
n=	269
Min	-
50th %	4,081
75th %	6,513
90th %	9,400
Max	27,235
% rank	91.00
% rank pop	63.80

Intercept
6,100

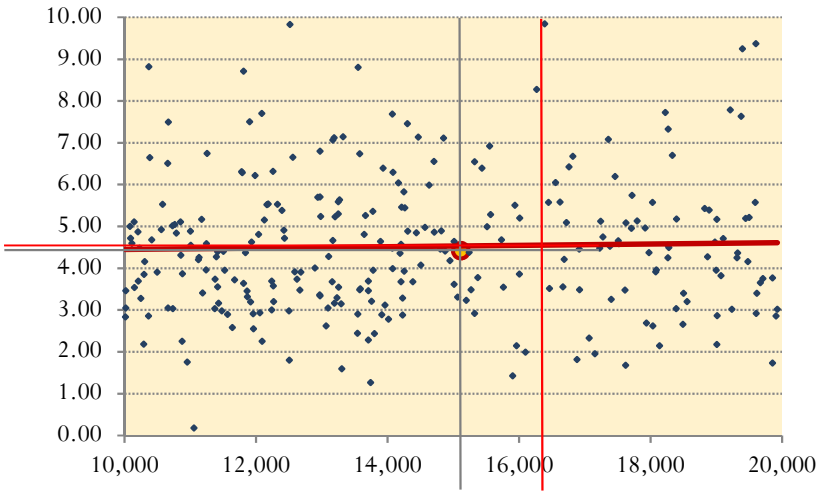
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Magazines received
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	82
n=	269
Min	-
50th %	110
75th %	144
90th %	179
Max	1,400
% rank	28.30
% rank pop	63.80

Intercept
123

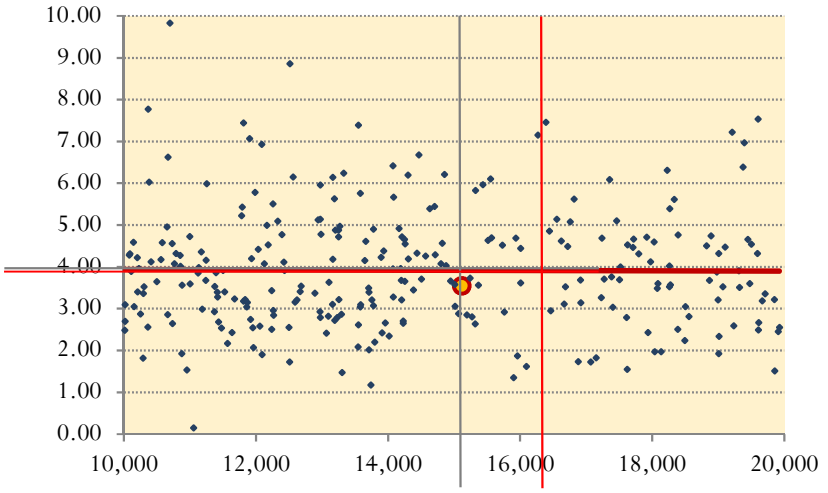
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Items held per capita
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	4.41
n=	269
Min	0.18
50th %	4.37
75th %	5.36
90th %	6.74
Max	10.66
% rank	51.80
% rank pop	63.80

Intercept
4.55

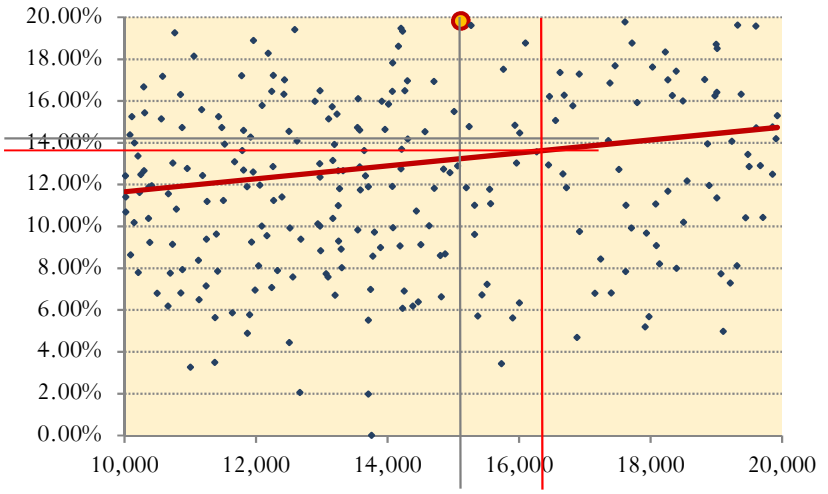
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Volumes held per capita
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	3.54
n=	269
Min	0.15
50th %	3.69
75th %	4.65
90th %	5.96
Max	9.83
% rank	44.00
% rank pop	63.80

Intercept
3.95

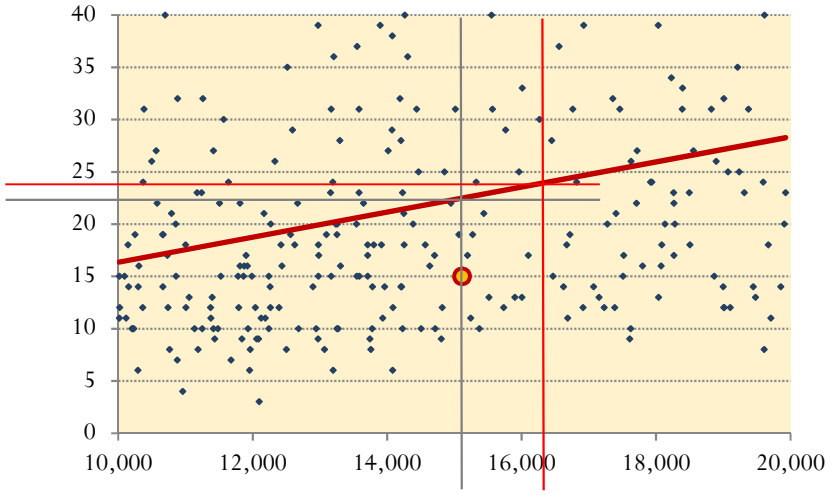
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Nonprint as a percent of total
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	19.83%
n=	269
Min	0.00%
50th %	12.69%
75th %	16.26%
90th %	19.59%
Max	31.47%
% rank	91.40
% rank pop	63.80

Intercept
13.70%

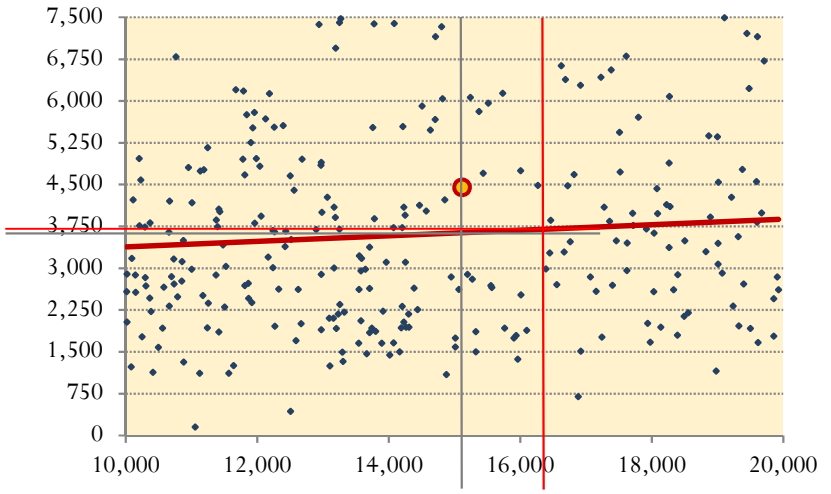
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: PCs for public use
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	15
n=	269
Min	3
50th %	18
75th %	27
90th %	40
Max	76
% rank	33.90
% rank pop	63.80

Intercept
24

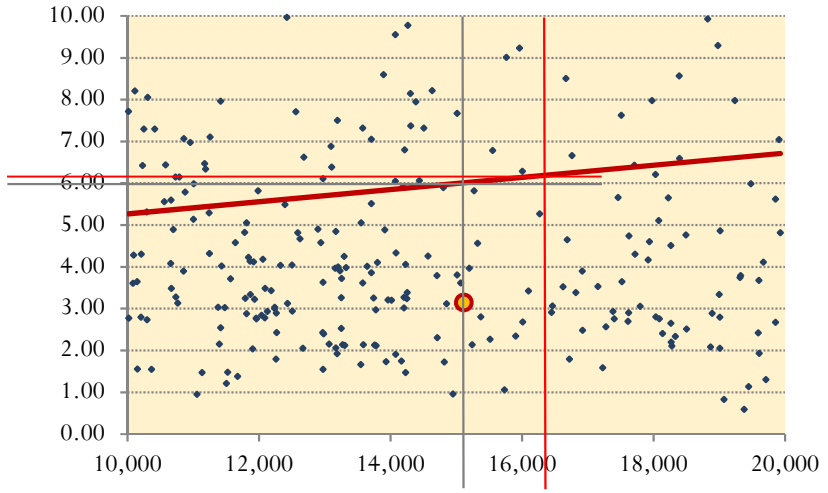
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Visits per PC
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	4,450
n=	269
Min	153
50th %	3,274
75th %	4,660
90th %	6,135
Max	10,344
% rank	72.70
% rank pop	63.80

Intercept
3,700

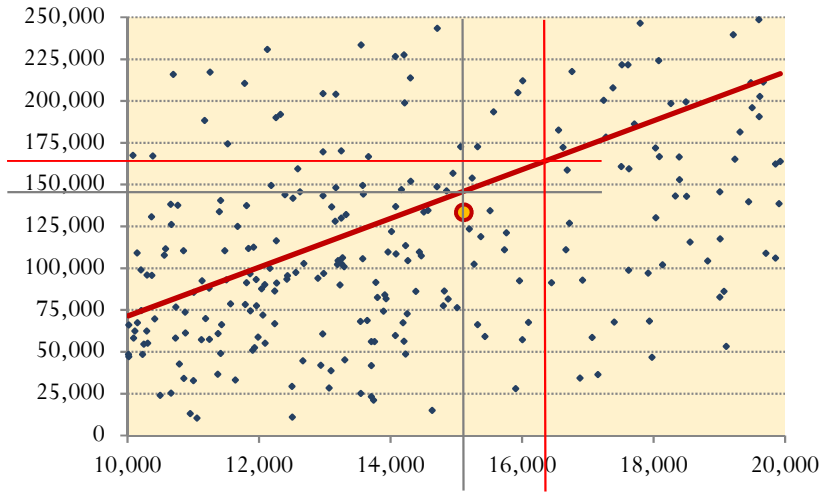
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: User session per hour open
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Intercept	
Delavan	3.14
n=	269
Min	0.60
50th %	4.06
75th %	6.59
90th %	10.21
Max	65.52
% rank	33.20
% rank pop	63.80

Intercept
6.15

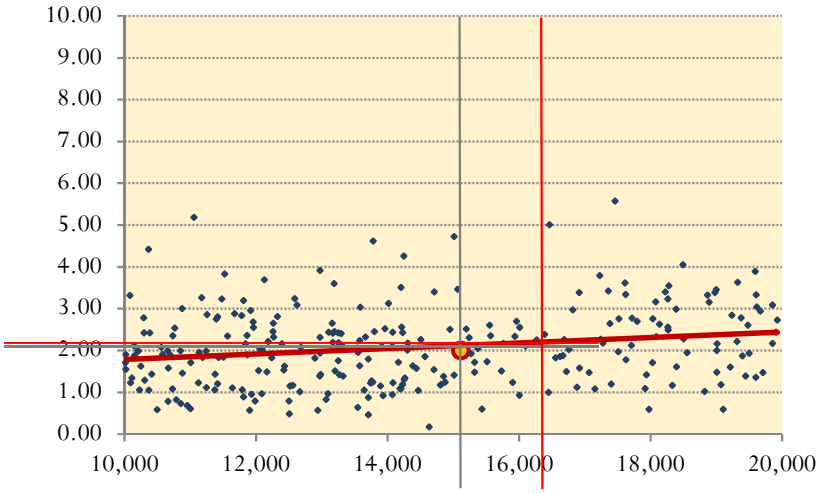
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Circulation
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Intercept	
Delavan	133,426
n=	269
Min	10,308
50th %	111,037
75th %	172,250
90th %	247,002
Max	602,725
% rank	57.80
% rank pop	63.80

Intercept
165,000

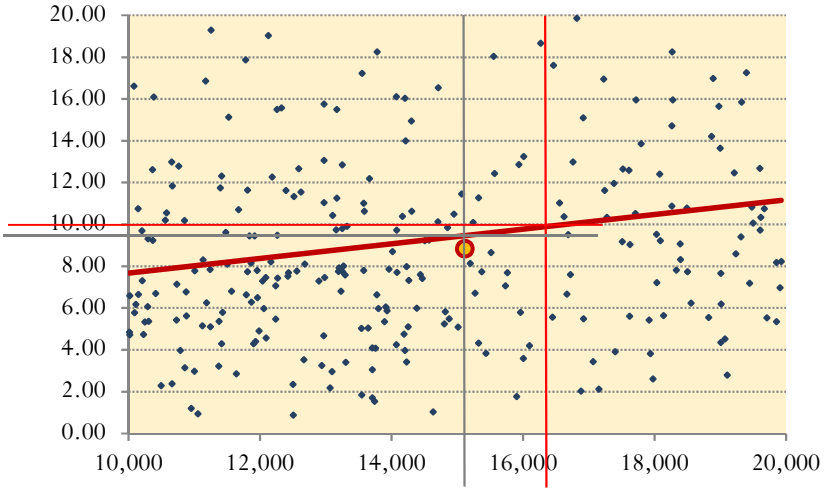
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Circulation per item held
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	2.00
n=	269
Min	0.17
50th %	2.00
75th %	2.61
90th %	3.33
Max	5.57
% rank	50
% rank pop	63.80

Intercept
2.20

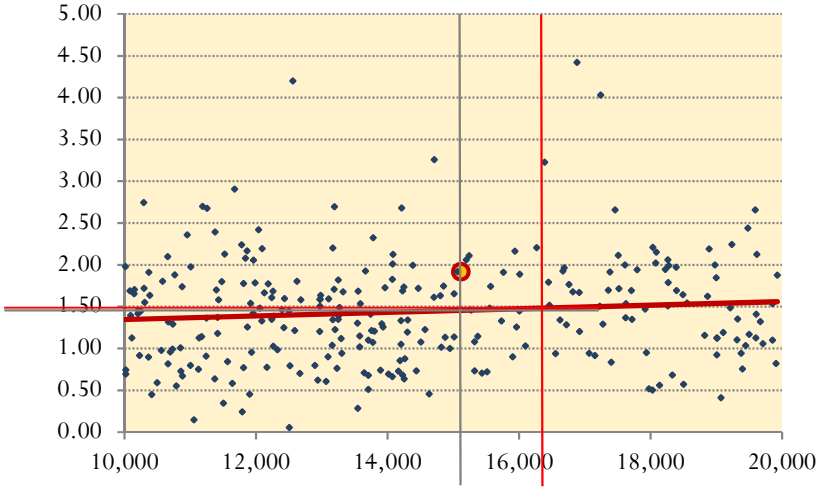
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Circulation per capita
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	8.83
n=	269
Min	0.88
50th %	7.98
75th %	11.63
90th %	16.10
Max	34.52
% rank	55.20
% rank pop	63.80

Intercept
10.00

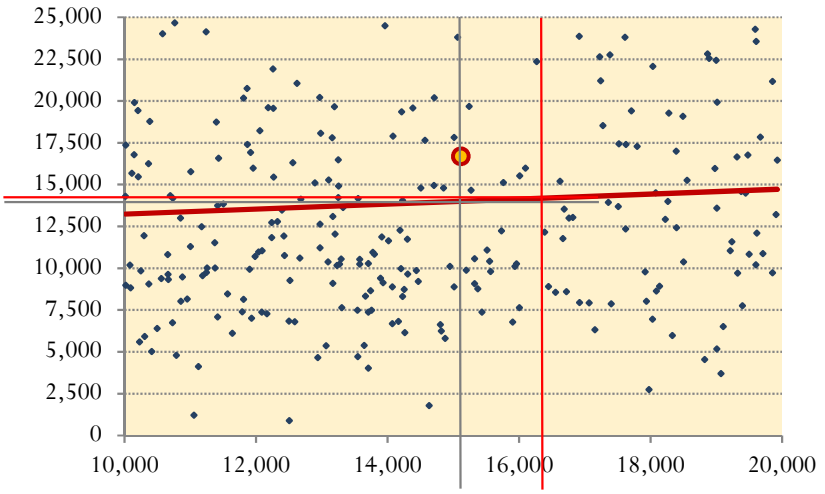
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Circulation per visit
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	1.92
n=	269
Min	0.06
50th %	1.40
75th %	1.79
90th %	2.16
Max	4.42
% rank	80.20
% rank pop	63.80

Intercept
1.50

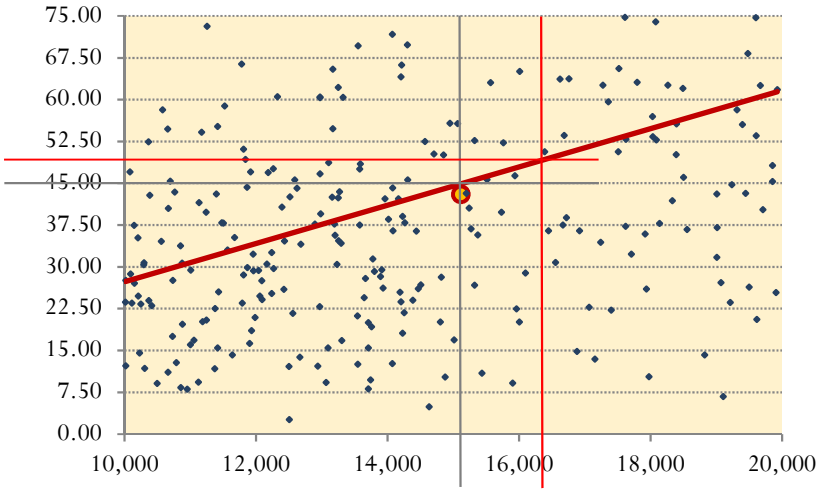
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Circulation per FTE
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	16,678
n=	269
Min	881
50th %	12,274
75th %	17,797
90th %	24,040
Max	35,962
% rank	70.80
% rank pop	63.80

Intercept
14,250

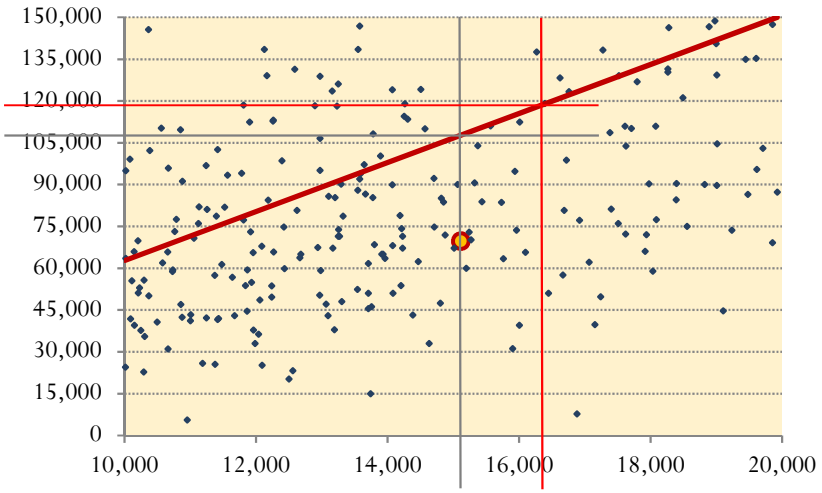
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Circulation per hour open
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	43.01
n=	269
Min	2.58
50th %	37.69
75th %	54.18
90th %	75.05
Max	183.98
% rank	58.90
% rank pop	63.80

Intercept
49.00

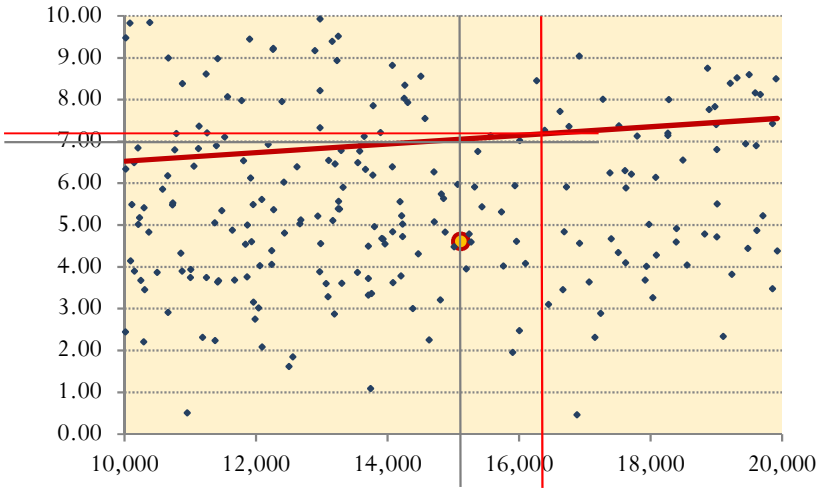
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Visits
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	69,657
n=	269
Min	5,564
50th %	85,142
75th %	128,336
90th %	186,133
Max	443,722
% rank	35.00
% rank pop	63.80

Intercept
189,500

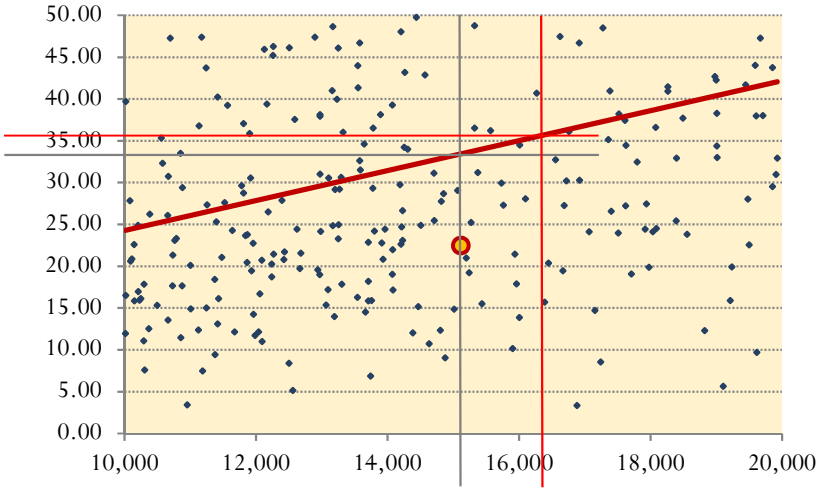
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Visits per capita
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	4.61
n=	269
Min	0.46
50th %	6.14
75th %	8.52
90th %	11.75
Max	27.36
% rank	28.70
% rank pop	63.80

Intercept
7.20

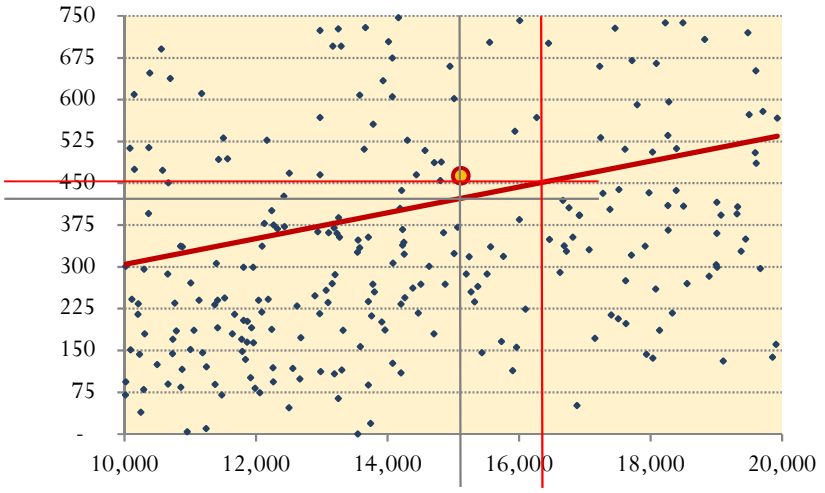
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Visits per hour open
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	22.46
n=	269
Min	3.35
50th %	27.82
75th %	40.70
90th %	55.64
Max	123.09
% rank	33.20
% rank pop	63.80

Intercept
35.50

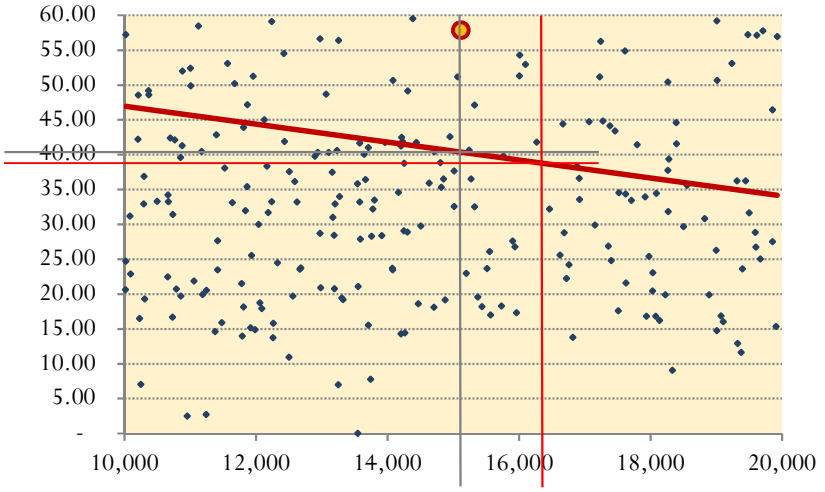
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Number of programs
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	463
n=	269
Min	-
50th %	336
75th %	512
90th %	727
Max	2,739
% rank	69.00
% rank pop	63.80

Intercept
452

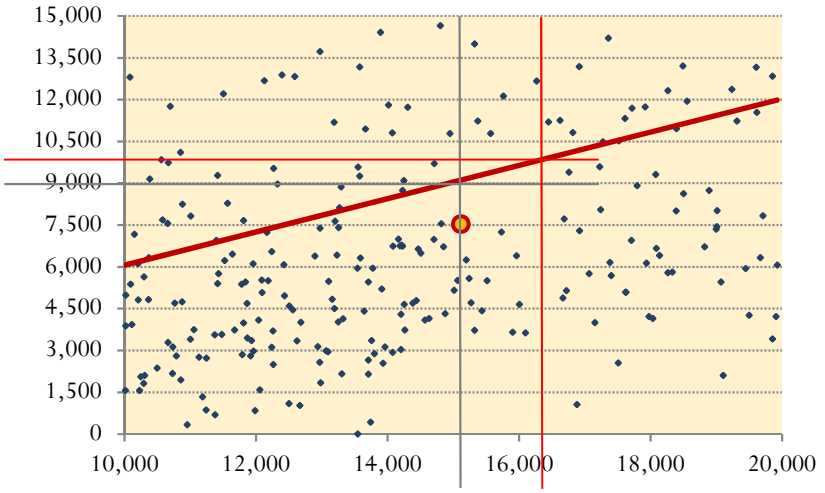
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Number of programs per FTE staff
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	57.88
n=	269
Min	-
50th %	35.82
75th %	50.68
90th %	69.27
Max	533.92
% rank	82.80
% rank pop	63.80

Intercept
38.50

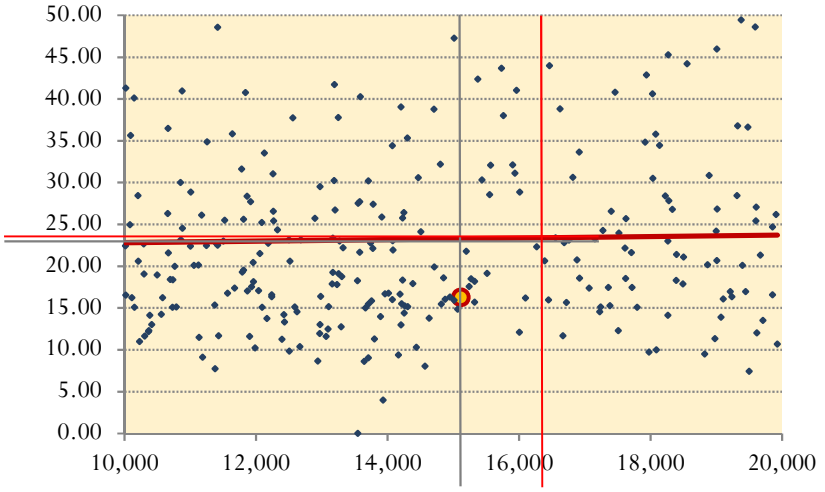
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Program attendance
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	7,534
n=	269
Min	-
50th %	6,407
75th %	11,191
90th %	16,351
Max	69,169
% rank	59.30
% rank pop	63.80

Intercept
9,800

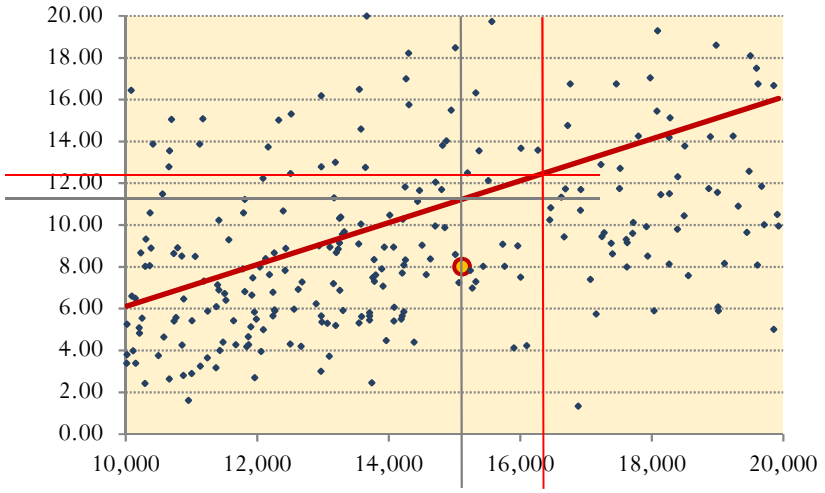
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Program attendance per program
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	16.27
n=	268
Min	4.01
50th %	20.67
75th %	27.98
90th %	38.89
Max	86.40
% rank	29.50
% rank pop	63.80

Intercept
23.50

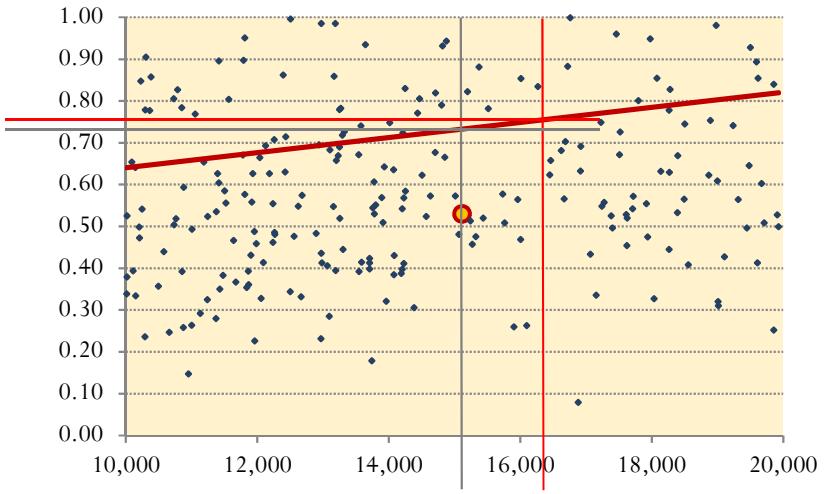
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: FTE staffing
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	8.00
n=	269
Min	1.33
50th %	8.95
75th %	12.78
90th %	18.28
Max	43.18
% rank	39.10
% rank pop	63.80

Intercept
12.40

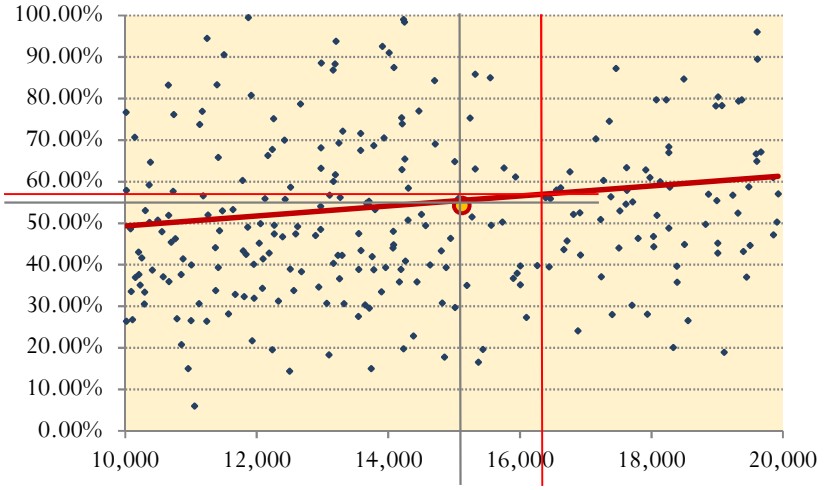
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: FTE staffing per 1,000 pop
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	0.53
n=	269
Min	0.08
50th %	0.63
75th %	0.86
90th %	1.25
Max	2.23
% rank	35.40
% rank pop	63.80

Intercept
0.76

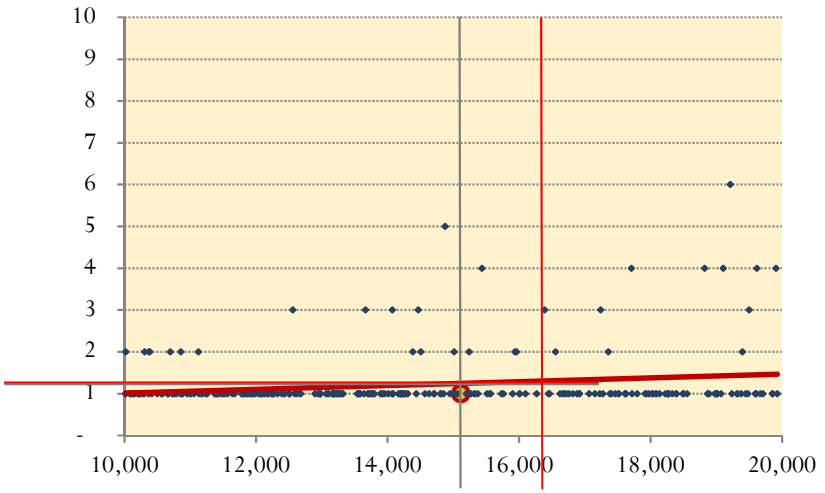
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Registered borrowers pct of pop
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	54.27%
n=	269
Min	6.00%
50th %	50.77%
75th %	66.70%
90th %	86.09%
Max	150.22%
% rank	56.70
% rank pop	63.80

Intercept
57.00%

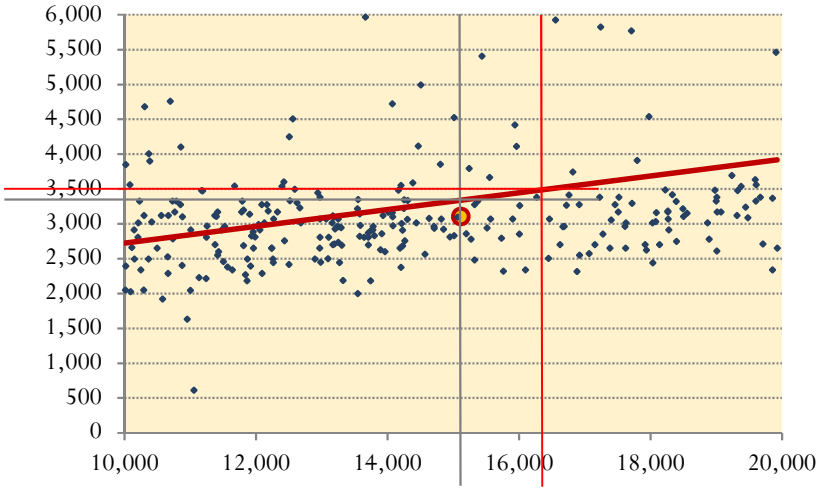
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Facilities operated (main + branch)
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	1
n=	269
Min	1
50th %	1
75th %	1
90th %	2
Max	6
% rank	-
% rank pop	63.80

Intercept
1+

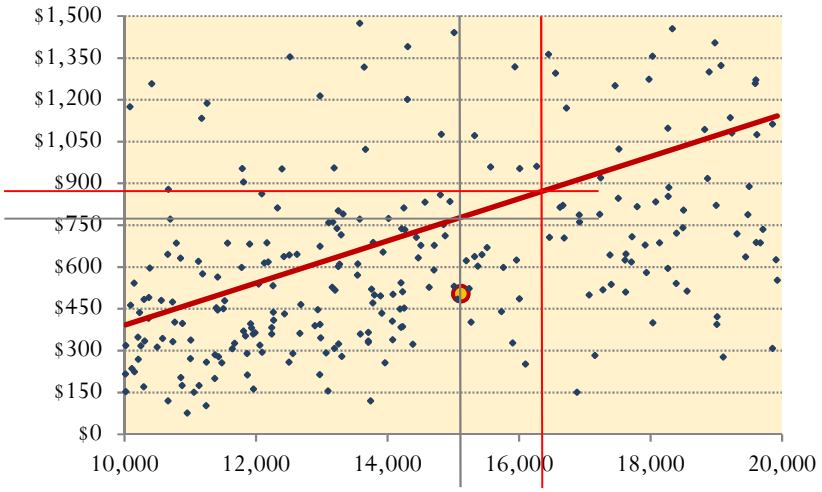
TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Hours open
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop



Data set summary	
Delavan	3,102
n=	269
Min	612
50th %	3,032
75th %	3,328
90th %	4,104
Max	10,140
% rank	56.30
% rank pop	63.80

Intercept
3,500

TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)
METRIC: Expenditures ($000s)
COHORT: REGIONAL LIBRARIES / 10,000 to 20,000 pop

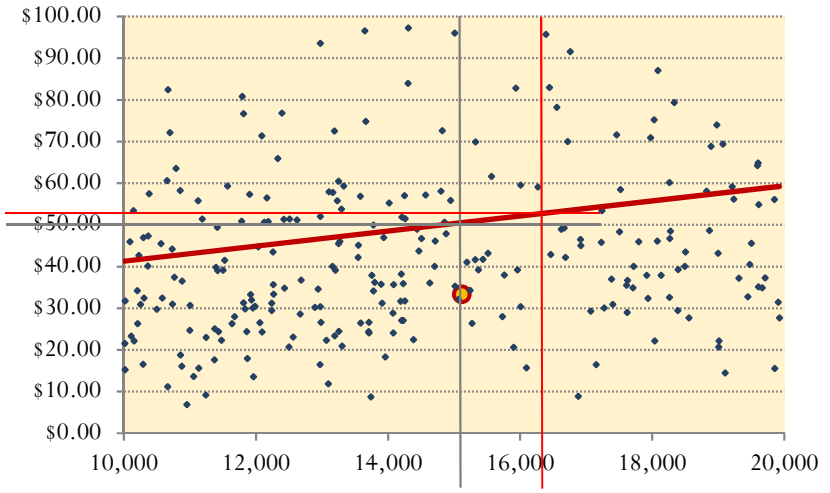


Data set summary		
Delavan	$	503.44
n=		269
Min	$	75.64
50th %	$	610.98
75th %	$	834.10
90th %	$	1,303.56
Max	$	3,799.77
% rank		38.80
% rank pop		63.80

Intercept	
$	875.00

TRENDLINE ANALYSIS
ARAM PUBLIC LIBRARY (Delavan, WI)

METRIC: **Expenditures per capita**
COHORT: **REGIONAL LIBRARIES / 10,000 to 20,000 pop**



Data set summary		
Delavan	$	33.30
n=		269
Min	$	6.90
50th %	$	41.00
75th %	$	57.47
90th %	$	83.14
Max	$	208.49
% rank		33.90
% rank pop		63.80

Intercept		
	$	53.00

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MEETING MINUTES

ISSUE DATE	4-19-2018		
MEETING INFORMATION			
MEETING DATE	4-18-2018	MEETING TIME	6PM
MEETING NAME	Project Kick-off Meeting	MEETING LOCATION	Library
PROJECT NAME	Aram Public Library Space Needs and Concept Design		
FEH PROJECT NUMBER	2018307		
MINUTES PREPARED BY	Gregg Baum		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☐ Linda Zell	Library Board Trustee		zells@charter.net
☐ Terri J. Yanke	Friends of the Aram Library		none
☐ Denise Pieroni	City of Delavan		cityadmin@ci.delavan.wi.us
☐ Ryan Schroeder	City Alderman		aldermanryanschroeder@gmail.com
☐ Anita O'Brien	Library Director		director@aramlibrary.org
☐ Gregg Baum	FEH Design		greggb@fehdesign.com
☐ Kevin Eipperle	FEH Design		kevine@fehdesign.com
☐ Emily Hilgendorf	FEH Design		emilyh@fehdesign.com

DISTRIBUTION	Library Director
PURPOSE	The purpose of the meeting was to kick off the project.
DISCUSSION	

1. Project Goals for Success were discussed and are summarized below. After review, these goals will be used to keep everyone focused on why we are doing this project.
    a. Serve a diverse community
    b. Adequate space to provide and support all programs and services
    c. Flexible and functional space for now and the future
    d. Make current technology and equipment available to the community
    e. Strengthen downtown vibrancy
    f. Community and family resource for services: arts, culture, business, education, & organizational partnership
    g. Operationally, functionally, and financially efficient
    h. Cost effective design
    i. Be the best library in the County
    j. Do not negatively impact or compete with local business
    k. Showplace of local heritage and local industries
    l. Be a good steward to the historic library and surrounding district
2. Various other items were discussed during the development of the goals. The following is a summary of those items:
    a. Current Library programs that should be fostered: the paintings in the library draw in many people to the library, ESL tutoring, Bilingual storytime, Teddy bear sleepover, prom dress exchange, Halloween costume exchange.

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   b. Current community programs/organizations that the Library should further engage in: the growing Hispanic population, partner with local businesses, fit in to the downtown strategic plan, the train show, heritage days/brick street days.
   c. Ideas for the Library: community event space, additional program space that can be divided, additional children's space, signage that is bilingual and caters to the deaf community, emerging technologies, Children's area "little town", the Historic/Arts societies can move in downstairs, storage and office spaces that are efficient and usable, one story library functions to allow for efficiency of staff, entrepreneurship/incubator, artist residencies, outside reading garden/memorial garden.
   d. Other library spaces that are inspiring: Whitewater's Makerspace, Janesville children's area, Whitewater's fresh market at the library, Elkhorn's friend's and sorting areas, Haymarket Gainesville Community Library children's area.
3. Library space needs analysis is underway. Anders has met with staff and begun a demographic analysis. Future effort will include focus group meetings scheduled on April 23rd. Anita is scheduling community residents and groups.
   a. The primary purpose of the April 23rd meetings are to hear from key groups in the community on what they like about their library, what they believe needs to be improved, and what they like from other libraries or ideas they have to make the library better, The design workshop will be another opportunity for the community to give ideas and opinions that will be developed further into design solutions.
4. Sustainability is important to this project if there is a reasonable payback. The LEED checklist was reviewed, and several categories/items are desirable. LEED certification will only occur if it is required by a grant that is secured for the project. Favored items include:
   a. Electric car charger station
   b. Solar panels
   c. LED lights
   d. Daylight harvesting
   e. Use of local materials
   f. Storm water collection and management
5. The library is currently undergoing project to replace the lighting with LED lights and to add light level sensors.
6. Alliant is the power company that serves the library.
   a. There is a design assist program through Alliant as well as Focus on Energy that can give financial incentives for some energy saving methods.
7. SHPO review will likely be required for this project because it resides in a historic district. The library building itself is not currently on the National Register. This review will take place after the design workshop once exterior building elevations have been developed.
   a. There is not a certified local government historic preservation commission.
   b. Paper work has been begun for the building's national register nomination, but the status of it is not currently known.
8. It is very important to get the word out about the library public input process and the upcoming design workshop. The more citizen's we get engaged the better the result of the study and community support will be increased. The architect will put together an agenda and flyer for the workshop that the task force can distribute around town, on the library website, water bill, community businesses and local groups.
   a. As much literature as possible should be provided in both English and Spanish.
9. An optional community survey was discussed and a decision on that will not be made until after the design workshop. The survey's purpose is to get a perspective of what library expansion the community will support.
10. The project timeline was reviewed and there was discussion about moving the design workshop back one day starting on May 29th. The workshop is set for May 30-31.
11. The result of the study will be bound in a booklet and be made available as a digital file to be shared and posted.
12. Fundraising was discussed. There are two steps to this process.

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a. Campaign feasibility study to gauge the communities level of giving
b. Capital Campaign to raise funds
c. A fundraising consultant we have successfully worked with is The Sweeney Group out of Madison, Wisconsin. The cost for a feasibility study will likely be in the 10,000-20,000-dollar range and the capital campaign cost will be determined when the amount of money needed to be raised is determined.

13. A site survey was discussed, and it is desirable to have one for the design workshop. If this cannot get done for the workshop we will use a google satellite image but that will not provide us with easement and utility information. As we prepare project budgets at the workshop we will need to account for property easements and utility relocation.
14. It is important to get the existing library construction drawings at the next meeting April 23. That way we can use them for the condition assessment planned for April 27.

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS

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MEETING MINUTES

ISSUE DATE	5-24-2018

MEETING INFORMATION			
MEETING DATE	5-23-2018	MEETING TIME	6:00-8:00 PM
MEETING NAME	Task Force Meeting #2	MEETING LOCATION	Library

PROJECT NAME	Aram Public Library Space Needs and Concept Design
FEH PROJECT NUMBER	2018307
MINUTES PREPARED BY	MRS

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☐ Linda Zell	Library Board Trustee		zells@charter.net
☐ Terri J. Yanke	Friends of the Aram Library		none
☐ Denise Pieroni	City of Delavan		cityadmin@ci.delavan.wi.us
☐ Bruce DeWitt			
☐ Anita O'Brien	Library Director		director@aramlibrary.org
☐ Kim Jedlicka			
☐ Paul Waelchi			
☐ Bob Betzer			
☐ Wayne Osborne			
☐ Anders Dahlgron	LPA		
☐ Gregg Baum	FEH Design		greggb@fehdesign.com
☐ Kevin Eipperle	FEH Design		kevine@fehdesign.com
☐ Miranda Seals	FEH Design		mirandas@fehdesign.com

DISTRIBUTION	Library Director
PURPOSE	The purpose of this meeting was for the Task Force Committee to review the space needs, condition assessment, and project coordination

DISCUSSION

1. Goals for Success
    a. These will be printed out and referred to during the meeting
    b. They will be displayed during the charette
2. Review Agenda
3. Update on Condition Assessment
    a. We are not sure of the condition of the roof, but we will have it evaluated before the end of the process.
    b. What year did the ADA get put into effect?
        i. It was passed in 1990, but it is not something that can be grandfathered in, it's a law. Essentially, libraries are covered under Title 2, which is a public owned, public space. Title 2 buildings have the tightest restrictions in regard to ADA because they have to

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accommodate a more diverse public population. Title 3 buildings are privately owned public buildings, such as restaurants and shops, that have looser ADA guidelines.

c. Is the required turn radius for ambulatory people or people in wheelchairs?
    i. The turn radius is for people in wheelchairs and, with narrow aisles between stacks, they are usually at the ends, but with a wider aisle, 42" or more, you wouldn't need these.
d. We have to have different height water fountains, but do they have to be in the same place?
    i. A general rule of thumb is if there's one in a location, you have to be able to see the other from that location. The industry is moving more towards the double fountains of different heights with bottle fillers.
e. Are the settlement cracks a real issue? What are the measures we can take to have it fixed?
    i. Since, there is no way for us to determine when the crack came to be, it really depends on if it is still moving or not. If it is still moving, one of the possible solutions would be to essentially pump grout under the slab to fill all of the voids that are causing the settlement.
f. Will the sprinkler system retrofit the old building? Is it expensive? What is the difference between a wet system and a dry system?
    i. It will retrofit the old building. Sprinkler systems are considerably cheaper than taking the alternative measures to meet the building codes. A wet system has water in the pipes at all times while a dry system only has water in the pipes when the system is triggered. Both systems are triggered when the sprinkler head gets exposed to a very high temperature, and then only the sprinkler heads that were triggered go off, so they don't all go off at once.
g. What exactly are the air changes taking out?
    i. Off-gases from plastics, CO_2, fumes from glue and markers, etc.
h. Does the flag really need to be illuminated?
    i. It is pretty much required/recommended for all public clients if the flag is not lowered every night.
i. We do include the condition assessment solution costs in all of our budgets that we prepare.

4. Review Recommended Space Needs – Reviewed by Anders
    a. This space needs evaluation applies to the second goal of success: Adequate space to provide and support all programs and services.
    b. Does the population of 16,000+ people in the year 2040 include our entire service area?
        i. Yes, the figures were calculated by D.P.I.
    c. With the growing presence of technology, shouldn't we be planning for less space for stacks and more for the technological aspects?
        i. Looking at the trends in the U.S., the circulation through public libraries is going down.
        ii. The goal is for flexibility to provide easy expansion of some areas as others retract.
    d. It doesn't look like there is space allocated for creative activities.
        i. The special use space is a catchall, so it includes space for group study rooms, and some sort of maker space. It is essentially the designer's job to make a space that is adaptable for all of your needs.
    e. We will make another line item for the makerspace and a discovery/interactive space
    f. Where is the storage allocated to? Is there a storage area specifically for the Friends of the Library?
        i. Storage is usually in the non-assignable.
    g. The current library is roughly 1,200sq.ft so we are essentially doubling the size.
    h. Is there space allocation for an art collection/gallery space?
        i. We can add a space specifically for that, or we could also find design opportunities to display the artwork throughout.
    i. It is important to understand the next step after space needs is programming. That can be some following the current contract.
5. Review Schedule and Timeline Update

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   a. Gregg shared the timeline
6. Design charette preparation
   a. Site survey and boundaries, City Engineer
   b. Initial Options you would like us to study?
      i. Makerspace
      ii. Discovery/interaction space
      iii. Art collection space
      iv. Single level building and entrance at grade, rather than the current split-level entrance
      v. Be able to accommodate the Friends fundraiser
      vi. Historical Society Space of 3,000 sq.ft.
7. Next Meeting: Design Workshop, May 30-31, All Day
   a. We will need as much wall space as possible
   b. Start drawing at 9am with public presentations at noon and 6pm both days
   c. Potentially having groups come from the school
   d. Looking into doing a small radio spot, or a live radio spot the day of.
   e. We will need staff or committee members as greeters to help orient visitors and to explain the process.
   f. FEH will have: sign in sheets, goals, agendas, comment sheets, etc. for the workshop.

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS

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MEETING MINUTES

ISSUE DATE	06-05-2018		
MEETING INFORMATION			
MEETING DATE	05-31-2018	MEETING TIME	7:30PM
MEETING NAME	Advisory Task Force #3	MEETING LOCATION	Aram Public Library
PROJECT NAME	Aram Public Library Space Needs and Concept Design		
FEH PROJECT NUMBER	2018307		
MINUTES PREPARED BY	Miranda Seals/Gregg Baum		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☐ Gregg Baum	FEH Design		greggb@fehdesign.com
☐ Kevin Eipperle	FEH Design		kevine@fehdesign.com
☐ Christy Monk	FEH Design		christym@fehdesign.com
☐ Miranda Seals	FEH Design		mirandas@fehdesign.com
☐ Anders Dahlgren	LPA		anders@libraryplan.com
☐ Anita O'Brien	Library Director		director@aramlibrary.org
☐ ATF Members	Advisory Task Force		

DISTRIBUTION	Library Director
PURPOSE	The purpose of this meeting was to discuss the materials produced during the Design Workshop and the next steps moving forward.

DISCUSSION

1. Design Workshop Review
    a. FEH got a lot of feedback over the course of the two days
    b. Two or three options got the most support from the public that attended the workshop.
2. Next Steps
    a. The next step would be to issue a community-wide survey to reach a broader group of residents in the City.
        i. It takes a month to conduct a community survey and it costs about $2,000-$3,000.
        ii. The survey is used to study the demographics, how people use the library, inform people of the process and show the top options from the design workshop, make people aware of the programs at the library, find out if people want to participate in a fundraising campaign, and the cost impact.
        iii. The survey's main functions are to educate, get feedback, and recruit campaign volunteers. The results of the survey can then be shared with city council to help them understand the importance of a larger library in the community.
        iv. FEH will send some examples of previous surveys and results to Anita for the Advisory Task Force to review.
    b. Another step moving forward is to do a building program to better define the space needs. This can be done after the survey.

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i. Anders would want to do a more detailed program after the design is ready to move forward, as fundraising may affect the program as well.

c. FEH will compile a report of the entire process, notes, and results to post on the Library's website.

d. Another component of the project moving forward is hiring a consultant to do a financial feasibility study. If the result of this study is positive then a full blown capital campaign would follow.

3. Next Meeting
   a. The next meeting scheduled for June 14 will be postponed. The focus of the meeting was to review the results of the survey and make a recommendation of the concept the community is most likely to support.
   b. If the community survey is approved, we will review the survey questions electronically. It will take two (2) weeks to prepare the survey, which will then be open for four (4) weeks.

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS