

May 12, 2005

Mr. Alan M. Tollefson
Schreiner Memorial Library
113 W. Elm Street
Lancaster, WI 53813

Re: Review of Needs Assessment for
Schreiner Memorial Library
Lancaster, Wisconsin

Dear Alan,

As requested, this letter summarizes our review of the Library Needs Assessment dated March 2005, prepared by George Lawson, for the Schreiner Memorial Library. The intent of this letter is to provide a general review of needs assessment; specifically we focused on looking at the condition of the building's infrastructure and mechanical systems, possible addition location, and evaluation of an estimated project budget.

On April 22, 2005, we met with you to discuss the Needs Assessment and general issues concerning the library building. A visual walk-through observation of the interior and exterior of the building was also conducted.

The original building was constructed around 1956 and an addition was constructed to the north and east sides of the original building around 1981. The building is a one-story structure with a basement under a portion of the building. The building is generally in good condition for this age structure. There are building elements that need upgrading as discussed later.

Based on the existing drawings from the original construction and the addition, the basement is approximately 3,240 square feet and the ground floor is approximately 5,780 square feet. The above-grade structure generally consists of wood-frame walls with brick veneer and wood-frame roof with some steel beam and column framing in the addition. The ground floor construction consists of hollow core precast concrete plank with concrete topping over the basement areas. It was noted from the existing drawings the precast plank in the addition was designed for a uniform live load of 100 pounds per square foot. Current building codes require a minimum 150 pounds per square foot live load for areas of stack storage.

Based on the review of the Needs Assessment report and the building walk-through, it appears that most of the issues raised in the report are viable concerns. We did not do a detailed review of the needs assessment or try to confirm the space needs calculations. We performed a general review of these items to see if they are reasonable and inline with typical library planning, which they appear to meet.

Mr. Alan M. Tollefson
Schreiner Memorial Library
Page 2
May 12, 2005

New Addition

The report designates the need for approximately 5,000 square feet of additional space. Based on the report and our discussions, this new area would possibly include new American Disabilities Act (ADA) accessible restrooms, separated youth program areas, meeting rooms, and expanded collection, storage, and display areas. The actual area needed for any new addition may be adjusted once space layouts are performed. There is also a desire to move the main entrance from the south side (Elm Street) to the west side (Jefferson Street). Based on our review of the site, existing building structure, and our discussions, it appears a new addition would be best suited to the north and possibly northwest to help create a new entry.

Existing Building

The following list of items warrant consideration for upgrades or changes in the existing building based on the report, our discussions, and our observations:

- New restrooms that are more accessible and meet ADA accessibility requirements.
- Better layout of the entire reception desk and center office area including changes for ADA accessibility.
- Book storage and shelving reconfiguration to allow better access to materials and wider aisles. The book storage in the southwest corner of the building may require structural modifications to the roof structure because of roof bearing supports at the entrance to these book storage aisles.
- Mechanical systems upgrade throughout the building. This includes potential replacement of lighting with new more energy efficient lighting, additional communication/data wiring, new heating and air conditioning units, new water heater and some piping modifications, and possible addition of a sprinkler system because of the new addition and building codes. (See further discussion below on mechanical systems.)
- Carpet and painting upgrades as needed depending on when construction occurs (current finishes are relatively new, within the last five years according to our discussions).
- Single-pane windows replacement with new energy efficient windows with some windows being operable.
- Minor modifications to the basement to deal with groundwater infiltration and improve storage areas.

The above items were used to prepare an estimate of construction costs listed herein. The furnace and air-conditioning units, with the exception of one newer furnace, all appear to have been installed as part of the 1981 addition. These units are all at the end of their life expectancy; in particular, you have noted problems and concerns with the air-conditioning units being able to last much longer. The existing water heater is very small, and we were told is only serving one service sink in the building and not the bathrooms. This unit is also at the end of its life expectancy.

Mr. Alan M. Tollefson
Schreiner Memorial Library
Page 3
May 12, 2005

Site

Based on our discussions, if the new entry were moved to the west side, reconfiguration of the entry walks and possible landscaping would be required. There is also a desire to increase the off-street parking by creating a larger parking lot for library staff and users. The actual number of parking stalls desired has yet to be determined. Also, the potential was discussed to have some better on-street parking along Jefferson Street since it is a less-traveled street.

Costs

Based on the criteria above, we have put together an estimate of project costs.

Item	Cost
New addition	\$700,000
Remodel existing building	320,000
Site work	40,000
Total Estimated Construction Cost	<u>\$1,060,000</u>

In addition to the above construction cost, you will need to add Architectural/Engineering fees, furnishings, start-up operation costs, temporary moving, miscellaneous permits and fees, and a contingency. We recommend adding 25 percent to the construction costs for these items. Because of all the unknowns and possible variations of improvements that could be developed as planning and design proceeds, we recommend an estimated budget of **\$1.2 to 1.4 million**.

The above cost is a “rough” estimate based on very preliminary information. More refined costs should be established by proceeding with schematic and/or preliminary designs to better identify the project scope. We would be glad to assist you with these items if you decide to proceed to design development.

We hope the above information is helpful in determining the needs of the library for the future. Please let us know if you have any questions. It has been a pleasure working with you.

Sincerely,

STRAND ASSOCIATES, INC.

Scott G. Herkert, P.E.