

**North Hampton Public Library
Board of Trustees
Monthly Meeting**

Date: October 9, 2019, 6:30 pm
Location of Session: Town Hall
Meeting Recorded by Channel 22

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore
Library Director: Susan Grant
Assistant Director: Liz Herold

Absent:

Alternate: Emily Creighton

Disclaimer – These minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Board of Trustee.

The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.

A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

Public in Attendance
Board of Trustees Monthly Board Meeting

1. Administrative

a. Call to Order in Public Session

The meeting was called to order by Susan Leonardi at 6:33 pm

b. Approval of Meeting Minutes:

Work Session Minutes – September 30, 2019

Motion to accept meeting minutes

Made by Kathleen M Kilgore

Seconded by Susan Leonardi

Vote: 3 - 0.

SEP Regular Meeting of BOT Minutes – September 11, 2019

Motion to accept amended meeting minutes with the following corrections:

add the date of the meeting : "11" and to change "d" in front of Treasurers report to "e".

Made by Jacqui Brandt

Seconded by Susan Leonardi

Vote: 3 - 0.

- c. Library Director's Report
Please see attached report for details provided

Update to holiday schedule:

The Library will be open on Monday, October 14, 2019, Columbus Day. This is new this year.
The Library will be open on Monday, November 11, 2019, Veterans Day. This is new this year.
The Library will be closed on Thanksgiving Day and will be open on the day after, Friday. This is new this year.
The Library will be closed Christmas Eve and Christmas Day
The Library will close early on New Year's Eve and New Year's Day

In the new year, the Library will be open on Martin Luther King Day in January and Presidents Day in February.

Preliminary discussion on Winter Hours for the Library and the possibility of adding an additional night during the week, suggested proposal is to be open Tuesday, Wednesday, and Thursday.

- d. Youth Librarian Report
Please see attached report for details provided
- e. Treasurer Report

*Motion to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight
Made by Jacqui Brand
Seconded by Kathleen M Kilgore
Vote: 3 - 0.*

2. Old Business

- a. Library Strategic Plan

We still need to work on this. Susan Grant will take the notes from the August 28th discussion and insert it into her draft of the plan, using a color other than black so it stands out. We will review at the next work session, edit and delegate sections out to each Trustee to work on. We should revisit the "Boot Camp" outreach initiative.

- b. Presentation to Budget Committee and other Boards/Committees

We reviewed the list of boards, committees and organization and assigned each to a Trustee to contact to request to present to.

3. New Business

- a. Expansion and addition plan update

Reviewed suggested content for the website of information, facts, figures and FAQ on the project.

Jacqui will review document and suggest edits.
Kathleen will put together a document of all the warrant articles and results.
Susan Grant will review with Barbara how to add this to the website.

Assigned Trustees to present to Boards and / or Committees.

For our reference, Susan has received an estimate from Ron Lamarre and Keith from BPS of the true cost to build new on The Homestead. They estimated price would be \$5,365,572 which includes the cost of the renovation of the existing library for Town Administration offices.

b. NHPLCC Foundation update

Will be reaching out to each of the Trustees to review the interim feasibility study conducted and observations received of what should be included such as the concept of flexible space that meets multiple age levels. It was suggested there be business center included in the library.

c. Other Items That May Come Up Before the Board

Susan just received an email from Terri Knowles from the Atty General's Office suggested if we have questions and concerns regarding legal issues, we should retain our own legal counsel outside of Town Counsel.

Motion to appoint Susan Leonardi to pursue legal Counsel on behalf the Trustees to represent the Library.

Made by Jacqui Brandt

Seconded by Kathleen M Kilgore

Vote: 3 - 0.

4. Public Comment

Paul Marque, Hobbs Rd – He is enthused to hear about the library moving forward with Expansion and Renovation. He suggested that all information be on the website and keep it up to date.

Cynthia Swank – (2) items

Annual Appeal will be in mailboxes within a month, it will be a green flier.

They will be doing a Holiday Raffle, raffling off a homemade crocheted throw by Andrea Vibbert. The raffle will run from November 5, 2019 thru December 5, 2019. Raffle tickets will be sold in the Library.

Community Newsletter will be in mailboxes in the upcoming days.

5. Correspondence

6. Next Meeting Date / Adjournment

Work Session – Wednesday, October 23, 2019 at 6:00 at the NHPL

The meeting was adjourned by Susan Leonardi at 8:12 pm.

Appendix of Additional Documents to Meeting Minutes (for reference):

Agenda

Librarian Report

Youth Librarian Report

Suggested Added Items for Website regarding the Library Expansion & Renovation

Draft of Power Point for Presentations to Board and Committees

Youth Services Department Report – October 7, 2019

We celebrated **Banned Books Week** this month with a display of 2018's most challenged books. We provided information about book bans and challenges, and how people can help fight censorship. There was an opinion to poll to vote on the question "would you risk jail time to defend your favorite book?"

"**Maker Saturday**" was a well-attended event for all ages. We made available the equipment from the rented TEI Maker Crate and our own materials with activity stations in the Craig Room. Participants explored the LittleBits electronics, doll and jewelry-making, magnetic slime, Merge cubes and VR goggles, circuitry, practiced flying the drone in the parking lot, and constructed rocket launchers, doodling bots and solar bots.

I attended the **Children's Librarians of the Seacoast meeting** at the Durham Public Library. We shared the results of our summer reading programs and evaluated the various performances and events. This is useful information to take back for next year's SRP planning. We also perused new children's books that we each brought in from our collections.

The **YALS Fall Conference** in Concord included a panel discussion with two New Hampshire authors about children's and young adult literature. We received updates about the Isinglass and Flume book awards and the new nominee titles for 2020. The featured speaker, M.T. Anderson, spoke about how the New England environment inspires his writing. We heard from participants in the NH Teen Poet Laurate Program and successful poetry programming for teens from two public librarians. We discussed teen-led programs with panelists.

Three teens came to our **Teen Advisory re-Group session** to talk about what interests them and how the library can be a resource and a venue for teens to pursue their interests. These three are very enthusiastic about fandoms, starting a Debate Club, and a project to dramatize and read books for a Story Hour for young children. How well these ideas translate into concrete activities will depend on the amount of available time that the teens have to devote to them.

The Assistant Principal of Winnacunnet High School at my request has arranged for a regular **school bus stop at the NHPL** for students to stop off here in the afternoons.

Librarian's Report
 October 9, 2019
 Susan Grant, Director

Building

Asked Lamprey if we could postpone the work on the A/C system until Spring of 2020 and they said it would be no problem and to contact them when ready to have it done. The 4 motors need replacing at a cost of approximately \$1900.

We had our yearly fire inspection by Martin Tavitian of the Fire Department. We need to address the extension cords in the kitchen. I contacted Monarch Electric and sent them a copy of the Fire Department's report outlining the code cited regarding the outlets with extension cords in the ceiling of the kitchen. Waiting for a reply and to schedule a date for evaluation and work to be done.

The emergency light in the women's restroom was not working and buzzing. Monarch Electric fixed it and it is now working properly.

I have asked that the Front Doors be painted. Town Administrator Bryan Kaenrath said he would have Public Works put it on their list to do.

Susan toured the Wolfboro Public Library 9/27 and spoke with Cindy Scott, the library director about their addition/renovation project. They have remained open except for some brief closings of about 2 weeks a few times during the construction and moving from the existing library into the addition. They were closed for 2 weeks prior to 9/23 and reopened into the addition while construction continues in the existing library. The addition is providing for most of their needs during the final construction phase with minimal interruption. Ron Lamarre is also doing their project. Upon entering the new addition, a member of the Friends group greeted patrons and assisted them in navigating the new addition and finding where they need to go and answered any questions.

Financial

- Operating Account TDBank reconciled ending balance 9/30/2019 is \$49,332.17
- Non-appropriated Funds Account TDBank reconciled ending balance 9/30/2019 is \$86,654.84
- Peoples Bank CD#1 143,660.44 as of 6/30/2019
- Peoples Bank CD#2 \$96,056.62 as of 6/30/19
- Peoples Bank Checking Account \$ as of 9/30/19.
- Capital Reserve Fund as of 9/30/2019 \$708,091.66

The auditors have requested documents for the yearly audit which is in progress which were provided to them.

Operations

The library will be open Monday, October 14, Columbus Day – we are normally closed for most holidays, but staff have agreed to work Columbus Day and Monday, November 11, Veterans Day to give library goers every opportunity to use the library and check out materials. We anticipate being open on Martin Luther King Day and Presidents Day as well. We will continue to be closed Memorial Day weekend and Labor Day weekend.

Total	3867	3562	3107
	Jul	Aug	Sep
FY2020			
difference from previous year	-340	-22	135
percentage up/down/previous year	-8.8%	-0.6%	4.3%
difference from previous month	390	-305	-455

Library Expansion & Renovation: website

For well over a century, since 1892, the residents of North Hampton have valued the important contribution the Library has made to the quality of life in our community. They still do!

Initially housed in the southwest corner of the Town Hall, by 1895 it was determined that a separate building was needed and a Board of Trustees was appointed to consider a "free public library." By January of 1908, the "Stone Building" was completed and used as the town's library for the next 65 years. In 1973, the Library moved to the newly constructed building that still houses it today; intended at the time to fill a 20-year need. For the past 46 years, the North Hampton Public Library has steadily evolved to offer additional materials, programs, and services to keep pace with changing technologies (many not even imagined in the 1970s), and the diverse needs and interests of a growing population. But the size of the Library has not!

When the Library opened in 1973, the North Hampton population was about 3,260. Since then the town has increased to approximately 4,456 residents, and the NH Office of State Planning predicts it will grow to 4,911 by 2025 - a 50.64% growth from 1973 (<https://www.nh.gov/os/data-enter/documents>). (Feasibility Study: according interviewee it is decreasing)

(Add Stone Building image)

NHPL Timeline

> Current Timeline doc.

How is the Library Funded? Library Funding

The North Hampton Library is governed by a Board of Directors of three community volunteers elected by voters for 3-year terms. There is a Library Director, and two other full-time staff members, six part-time employees, and a dedicated group of volunteers. It is a municipal department and as such, like most New Hampshire towns, the lion's share of the operating budget (\$394,870 in 2019) is provided by the Town. Other financial support is derived from various sources: grants and contributions from private donors, copier use, book sales, and donations to the Friends of the Library.

(Image of Library Staff & Trustees)

Add town budget/pie chart. Briefly explain no state funding.

A Sampling of Library 2018 Statistics & Services

- The Library's mission is to serve the entire community of 4,600 residents encompassing all ages.
- The Library is open 6 days a week, 45 hours/week -- about 66 people visit daily; 1,600 monthly.

- Over 200 new people sign up for a Library card every year.
- Last year, the Library held 127 children's program with 1,600 attending.
- Residents also checked out 5,000 movies, 11,618 children's books, 1,805 EBooks, 976 periodicals, 2,693 audio books and 337 museum passes; another 3,358 used the Library's databases.
- Patrons used public computers 2,504 times. With an average 200 visits per month, the Library is the only internet access for many in the community.
- The Library is a primary point for online access to free downloadable services for e-books, music, audio books, etc. as well as Mango, Languages, Ancestry.com, Lynda.com and more!
- The meeting room was used 355 times by groups including the Energy Committee, RC Aces, PAL, the Dog Park Committee, North Hampton Recreation Committee, and groups such as Sticks in the Stacks Knitters.
- The Summer Reading Program involves 80-100 children. Children ages 2-14 read 575 hours last summer.
 - Link to Annual Report?
 - Value of the Library

Building Program

- Building Program doc.

Current Library (Building Deficiencies)

Below is a summary of a Library self-assessment, participant comments during a detailed planning study, several community listening sessions and public surveys citing the most significant challenges. The current Library building presents many issues that restrict the Library's ability to carry out its mission fully and to serve the community into the future. At a current 5,625 square feet, the most pressing problem is lack of space for:

- Quiet reading areas, individual or small group meeting spaces.
- A dedicated Children's Room and activity center - noise travels from their small space throughout the building.
- A meeting room that can seat more than 40 adults that does not also double as storage space.
- Entrances, aisles and restrooms do not meet standards of the Americans with Disabilities Act and do not accommodate patrons using wheelchairs and walkers, and parents with strollers.
- A staff break room and separate offices for the Youth Librarian and Adult Services Librarian.

- Book stacks are full and the top and bottom shelves are difficult for patrons and staff to reach or browse.
- Space is severely limited for displays of local history collections, art, information, brochures, events and activities, new books, DVDs, audio books, activity kits and new items.
- Lack of storage space is critical. The meeting room is cramped with chairs, tables and materials. Other items not needed on a regular basis are stored in an outdoor storage pod next to the Library.
- Overflow storage is squeezed into the already overcrowded staff room and hallways. The Department of Labor has banned the use of the attic for storage because of the hazardous spiral staircase.
- The space recently allocated for teens also quadruples as quiet study space, a small conference room, and town records storage. The HVAC system is more than 30 years old and the ductwork is not energy efficient.
- There is an insufficient number of electrical outlets and charging stations, and WiFi is spotty in all areas of the Library.

(Image of outside pod/storage issues)

Architect & CM

Ron bio

Keith bio

Expansion & Renovation Plan

The Library Board of Trustees began planning in 1996 for a solution to the ever-increasing restrictions on the Library's ability to meet the present and future needs. Over those years, several combined attempts to include construction of a new library with a new Town Campus were advanced, but failed to achieve the required 60% voter approval.

This year, instead, the Library Trustees have developed a separate, detailed plan for the expansion and renovation of the current Library building, a practical alternative which will serve the community for decades to come.

This new plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. This approach saves the still-structurally sound facility (exterior load-bearing walls) and more than doubles the size of the Library to 10,625 square feet while keeping operating costs at current levels. The expansion and renovations will be phased allowing the Library to remain operational and open during the construction process. This revised plan also eliminates the need to purchase land and the cost of building from scratch on a new site. This design also takes advantage of key elements that already have been improved or replaced with Capital Funding allocations approved by voters in recent years, including the roof, ceiling lighting, etc.

Voters have supported every request for funds raised by taxation for a Library Capital Reserve Fund, and the recent citizens' petition of \$375,000 from undesignated funds (ie, no tax impact) to the Library Capital Reserve Fund.

(Feasibility Study: Need for Senior space over Children's space, Business Center.

Key Features: Please refer to the Floor Plan

- A well-equipped Program Room for up to 80 people.
- A Conference Room for up to 16 people with video conferencing capabilities, and a cozy fireplace.
- Three Meeting/Study Rooms for smaller group meetings available to community members, organizations, businesses, and other groups with access afterhours.
- ADA compliant entrances, restrooms, and aisles.
- Larger Children's Room with adjoining Activity Room and Pre-Teen collection and activity area.
- New designated Teen/Young Adult Room.
- Expanded Adult Room with tables and seating for reading and study -- and a cozy fireplace.
- Two Quiet Study Rooms for tutoring sessions, individual study, business phone calls or client appointments.
- Comfortable Lounge seating area with a self-serve Café.
- Outdoor Patio
- Increased display space for art exhibits, new books, media, etc.
- Computer stations, WiFi, laptops for use at the Library, increased charging stations, etc.
- Expanded, more functional staff work spaces.
- Dedicated storage areas.
- Wireless, high speed Internet and flexible computer access.

- Schematic Design
- Map of renovation on property
- New Building renderings

Cost & Project Schedule

The need for a modern, larger, comfortable and functional Library has been widely recognized in the community for many years. The proposed renovation and expansion project is a partnership with the Town of North Hampton, a combination of public funding and donations from a variety of private sources. This is a common and successful collaboration in many New Hampshire and New England towns. The advantage is two-fold: it reduces taxpayers' share of the costs, and gives willing


benefactors the opportunity to give back to their community and to create a meaningful legacy for future generations.

The Architects Lavallee Brensinger and Construction Managers Bonnette, Page and Stone, who oversaw the North Hampton School renovation project in 2013, have provided a maximum price (GMP) for the expansion and renovation project of \$3.5 million including site development, landscaping, renovation, construction, furnishings, equipment, and fees. Funding is to be shared between private contributions raised by the Library and a bond expected to be presented to voters for approval in March 2020.

Add cost per household information.

The fundraising initiative is being conducted under the auspices of the North Hampton Public Library & Cultural Center Foundation, a separate 501(c)(3) nonprofit organization. Donations are tax-deductible to the extent allowed by law. Contact info to donate to NHPLCC.

- Project Schedule/Timeline doc.
- GMP Pricing from BPS
- NHPL Warrant Articles

 (Brainstorm/Add more questions/answers as presentations happen)

Q. If the Library expands will there be enough room on the homestead to build a fire station or other town building?

A. While we cannot predict what ultimate plans the Select Board has for Police and Fire, and no comprehensive plan has been developed, it is our understanding that one option is for the Fire Station to be repaired and rebuilt in place and possibly expanded, that new town offices could be built economically on the homestead property with shared parking and green space with the library and town clerk's office (stone building). Having said that, the library trustees are tasked with providing the town with a library and library services, and while we have worked with the town on joint plans in the past, and continue to work with all town boards, voters have rejected comprehensive plans involving the library with other town buildings, which has necessitated in the library trustees putting forth a plan that will work for the library and the entire town. The homestead property will be available for a future construction to alleviate the needs of public safety. What they choose to build on the property remains to be seen. The Library Trustees have always made it a priority to consider all the needs of town residents while recognizing their unique stewardship and oversight of the library within the larger framework of the town. (see Select Board Meeting 9/9/2019)

Q. Will there be enough parking when the expanded library is completed?

A. We anticipate increased usage of the library when the expansion is completed with more study rooms, meeting rooms, space for children's activities and programs, and

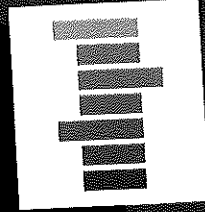
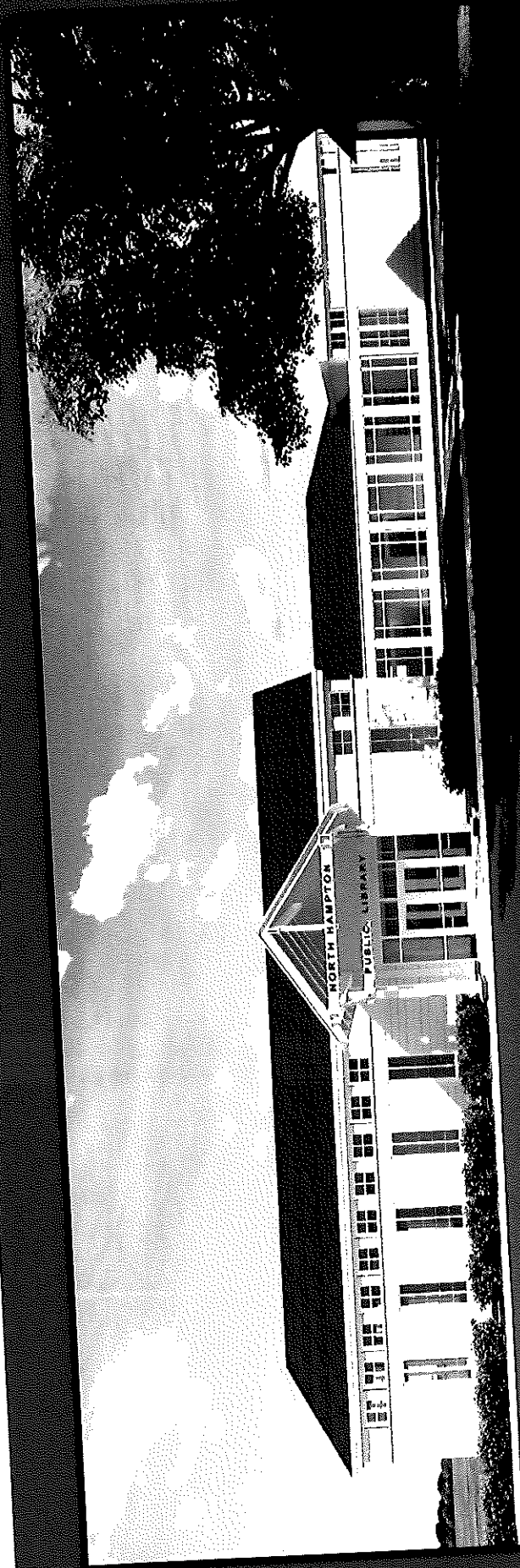
space to work, read, and socialize. During the day the library parking lot is rarely full with approximately 18 parking spaces at present, so with increased usage, it is likely those spaces will be utilized to capacity more often than they are now, with our limited space for tutoring, private study and work space, etc. No parking will be eliminated with the new construction, and parking is available to the east of the library as well, and after business hours, there is more parking available behind the stone building and fire station for meetings and events. The possibility of increased parking in the grassy area just west of the library, adjacent to the homestead property is also an option to be considered which would allow the existing parking lot to be redesigned to accommodate more vehicles.

Q. During construction, what will happen to the library?

A. The construction will take place in phases allowing the library to function and operate during the construction west of the library. When that construction is complete, the existing library will be moved into the new construction while the existing library is fully renovated and the construction on the east side and front of the library takes place. When that construction is complete, the library will move back into the newly renovated and constructed spaces for all to enjoy!

Q. How much will it cost to do the expansion/renovation project?

A. Bonnette, Page and Stone, the construction managers who have been contracted to do the project and who also did the North Hampton School renovation, have given us a guaranteed maximum price of \$3.4 million. The library has approximately \$1.1 million for the project that has been raised through warrant articles and private donations over the past 20+ years. That leaves \$2.4 million to be bonded which will impact the average tax payer _____ for an average home of \$_____. The library will continue to raise funds through the foundation and other donations to offset the cost of the construction.



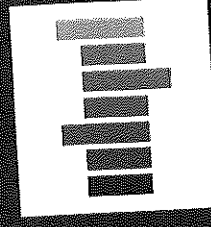
NHPL Expansion & Renovation 2020

Expanding the library

- Meeting room for up to 80 people available to groups after hours
- Conference room for up to 16 people
- Quiet study/meeting spaces
- Wheelchair accessible entrances, restrooms & aisles
- Separate children's room & activity room
- New Teen/Young Adult Room & Pre-teen area
- Comfortable lounge seating area
- Computer stations, WiFi, laptops and multiple charging stations
- Functional staff work spaces and dedicated storage areas



Library storage pod

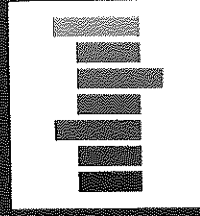


Renovating & Repurposing

- 2017 – new LED light fixtures, insulation and ceiling tiles (2017 Warrant article/August install \$75,000)
- 2015 - New roof
- 2016 Parking lot resurfaced
- Repurpose & renovate 5,625 sq. ft. of existing library space

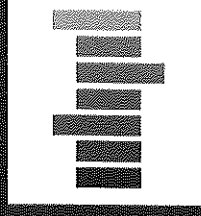


Teen Room/small conference room



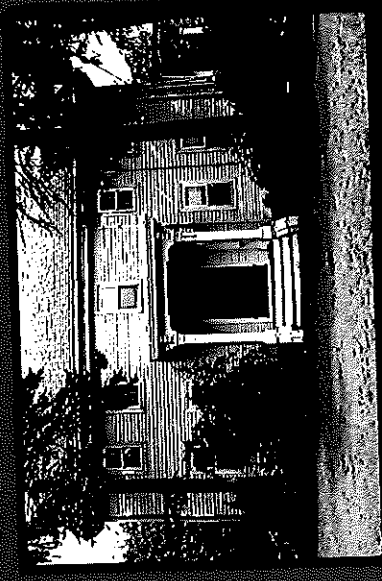
Advantages

- Library will remain open during construction which will be done in phases and completed in approximately 9 months
- Other town campus land such as the “Homestead” property remains untouched and available for town development
- Funding will be shared between private contributions and public funds

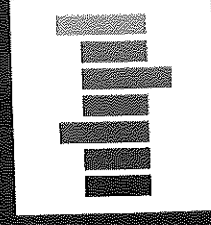


Timeline

- 1973 Library's current building
- 1997 Architects hired to expand
- 1999 North Hampton Master Plan
- 2001 Dennis Mires Plan
- 2011 Warren Street Architects
- 2012 Victor Azzi Final Report
- 2013 Town Charrette
- 2013-2019 Lavallee Brensinger Plans

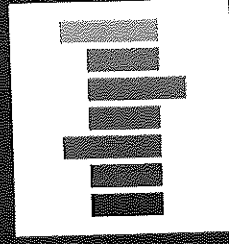


2004 - Town purchased the
"Homestead" property



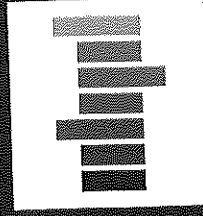
Funding

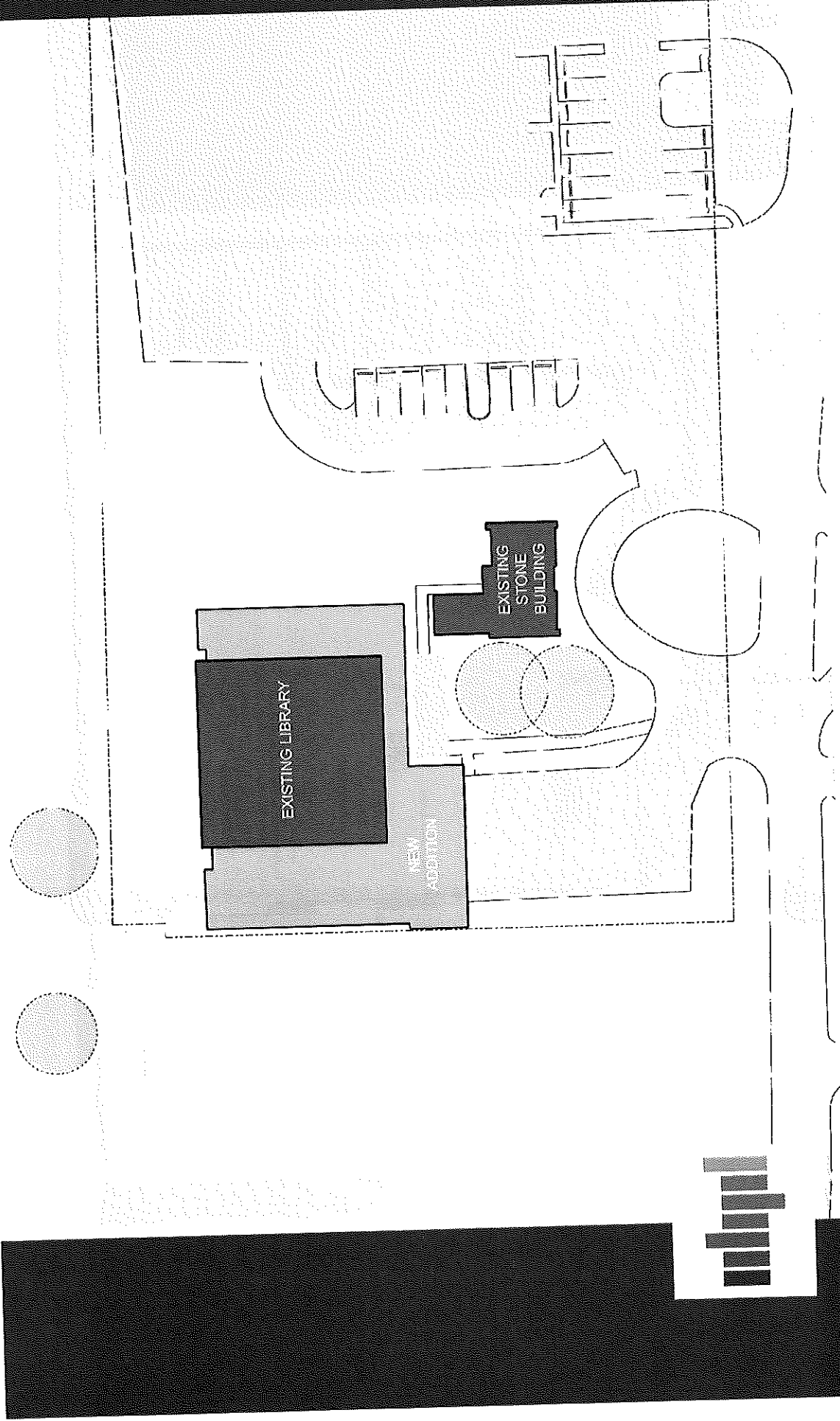
- 2006 -Warrant article approved for \$50,000 with matching funds from donations
- 2007- \$50,000 Warrant article approved in newly established Library Capital reserve fund with \$50,000 matching funds from library donations
- 2008- \$50,000 Warrant article approved with \$50,000 matching funds from library donations
- 2010 - \$50,000 Warrant article approved with \$50,000 matching funds from library donations
- 2013 – Warrant article approved for \$50,000
- 2017- Citizen’s petition warrant article for \$75,000 approved
- 2019- Voters approved \$100,000 Warrant article with \$100,000 matching funds from donations
- 2019- Citizen’s petition for \$375,000 to be placed in the Library Capital reserve fund from unassigned funds approved



Other neighboring projects

- Barrington Public Library - \$4.42M new building
- Greenland - Weeks Public Library - \$2.9M renovation & expansion*
- Epping - Harvey-Mitchell Memorial Library - \$600k expansion*
- Exeter Public Library - \$4.5M expansion *
- Madbury Public Library - \$1.4M new building*
- Rye Public Library - new 2-level addition
- Wolfeboro Public Library - \$5M renovation*
- Kittery, Maine- Rice Public Library - renovation











**North Hampton Public Library
Board of Trustees
Regular Meeting
9 October 2019, 6:30 pm
Town Hall**

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Treasurer: Jacqueline Brandt
Director: Susan Grant
Alternate: Emily Creighton

Agenda

1. Administrative
 - a. Call to order
 - b. Approval of Meeting Minutes
 - c. Library Director's Report
 - d. Youth Librarian Report
 - e. Treasurer Report
2. Old Business:
 - a. Strategic Plan
 - b. Presentation to Budget Committee and other Boards/Committees
3. New Business
 - a. Expansion and addition plan update
 - b. NHPLCC Foundation update
 - c. Any other that legally may come up before the Board
4. Public Comment
5. Correspondence
6. Next meeting date/Adjournment



1/30/2020





North Hampton Public Library

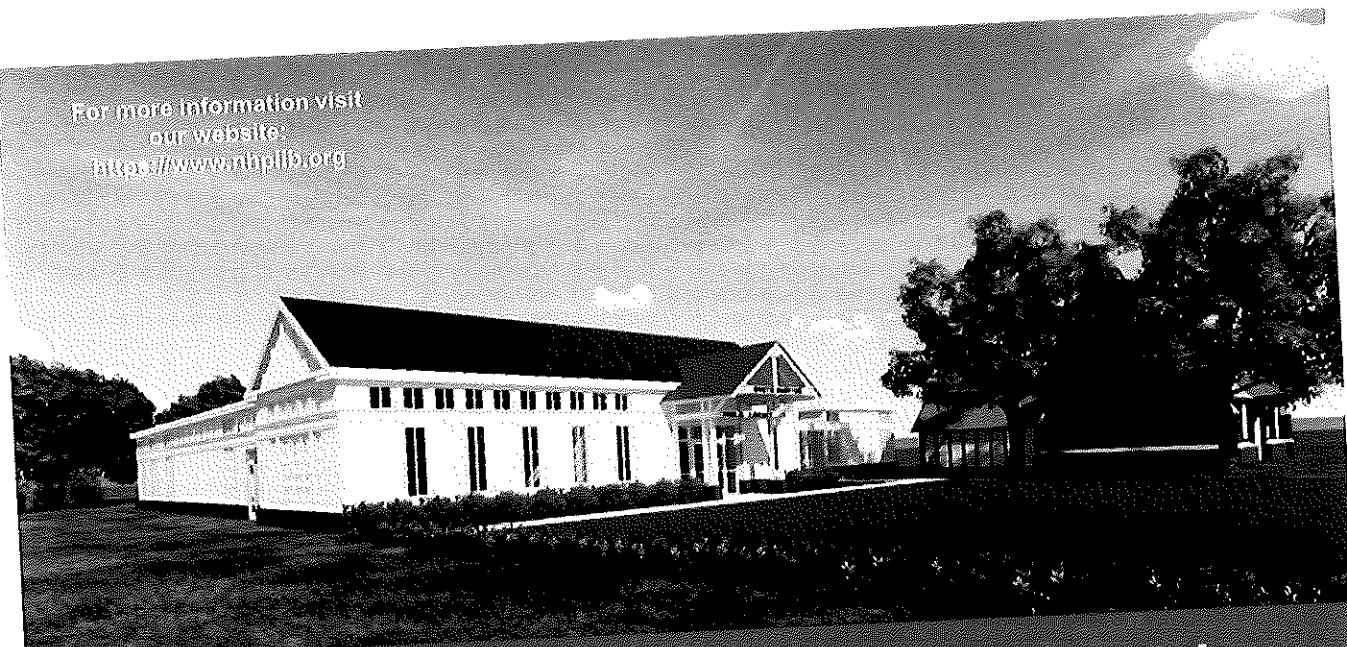
North Hampton Public Library
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North Hampton, NH 03862

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No Hampton, NH 03862
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POSTAL PATRON

Paid for by....

For more information visit
our website:
<https://www.nhplib.org>



Support Our Future ...More than Books

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A Practical Plan for Our New Library Building

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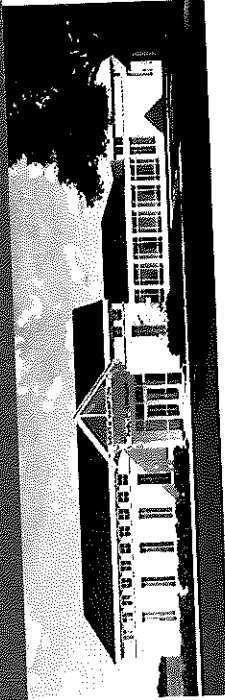
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- Entrances, aisles and restrooms do not meet standards of the Americans with Disabilities Act and do not accommodate patrons using wheelchairs and walkers, and parents with strollers.
- A staff break room and separate offices for the Youth Librarian and Adult Services Librarian.
- Book stacks are full and the top and bottom shelves are difficult for patrons and staff to reach or browse.
- Space is severely limited for displays of local history collections, art, information, brochures, events and activities, new books, DVDs, audio books, activity kits and new items.
- Lack of storage space is critical. The meeting room is cramped with chairs, tables and materials. Other items not needed on a regular basis are stored in an outdoor storage pod next to the Library. Overflow storage is squeezed into the already overcrowded staff room and hallways. The Department of Labor has banned the use of the attic for storage because of the hazardous spiral staircase.
- The space recently allocated for teens also quadruples as quiet study space, a small conference room, and town records storage.
- The HVAC system is more than 30 years old and the ductwork is not energy efficient.
- There is an insufficient number of electrical outlets and charging stations, and WiFi is spotty in all areas of the Library.

Return on Investment

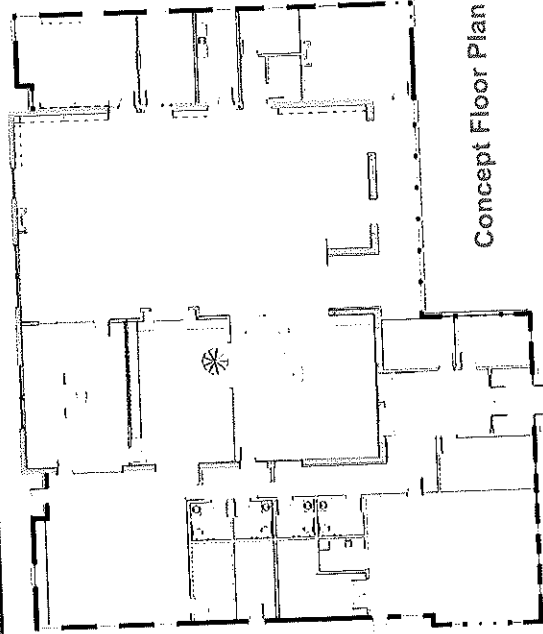


A Practical Plan

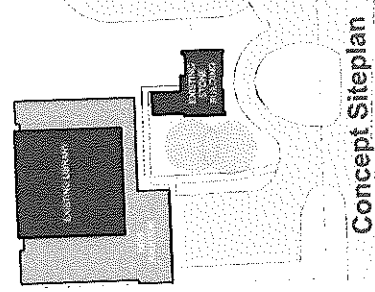
This new plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. This approach saves the still-structurally sound facility (exterior load-bearing walls) and more than doubles the size of the Library to 10,625 square feet while keeping operating costs at current levels. The expansion and renovations will be phased allowing the Library to remain operational and open during the construction process. This revised plan also eliminates the need to purchase land and the cost of building from scratch on a new site. This design also takes advantage of key elements that already have been improved or replaced with Capital Funding allocations approved by voters in recent years, including the roof, ceiling lighting, etc. Voters have supported every request for funds raised by taxation for a Library Capital Reserve Fund, and the recent citizens' petition of \$375,000 from undesignated funds (ie, no tax impact) to the Library Capital Reserve Fund.

Key Features:

- A well-equipped Program Room for up to 80 people.
- A Conference Room for up to 16 people with video conferencing capabilities, and a cozy fireplace.
- Three Meeting/Study Rooms for smaller group meetings available to community members, organizations, businesses, and other groups with access afterwards.
- ADA compliant entrances, restrooms, and aisles.
- Larger Children's Room with adjoining Activity Room and Pre-Teen collection and activity area.
- New designated Teen/Young Adult Room.
- Expanded Adult Room with tables and seating for reading and study -- and a cozy fireplace.
- Two Quiet Study Rooms for tutoring sessions, individual study, business phone calls or client appointments.
- Comfortable Lounge seating area with a self-serve Café.
- Outdoor Patio
- Increased display space for art exhibits, new books, media, etc.
- Computer stations, WiFi, laptops for use at the Library, increased charging stations, etc.
- Expanded, more functional staff work spaces.
- Dedicated storage areas.
- Wireless, high speed internet & flexible computer access.



Concept Floor Plan



Concept Siteplan

TOTAL PROJECT COST:
\$3.5 MILLION

DONATED FUNDS:
\$800,000

TAX IMPACT:
\$2,700,000
\$XX per \$100,000
assessed property value

	Trustees		Select Board		
	Current	Proposed	Library	Admin	TOTAL
Square Feet	11,684	11,684	10,500		10,500
Cost per Square Foot	223.13	248.70	301.97		302
Building Cost	2,607,000	2,905,792	3,170,685		3,170,685
5% Contingency-Construction	130,350	145,290			
Contingency-Owner	50,000	50,000			
5% Escalation Costs to Summer 2020	130,350	145,290			
Soft Cost	520,500	520,000	(28)		(28)
Total Library Building	3,438,200	3,766,372	3,170,657		3,170,657
Site Related Costs					
Architect Fees-additional	-	60,000	60,000		60,000
Ledge mitigation	-	100,000	200,000		200,000
Septic	-	45,000	45,000		45,000
Parking Lot	-	275,000	275,000		275,000
Clerk of the Works	-	50,000	50,000		50,000
Total Site Related Costs		530,000	630,000		630,000
Town Cost for Admin Remodel		1,069,200			
ADA Compliance	-	-		105,325	105,325
New HVAC	-	-		250,000	250,000
Retro Fit Allowance	-	-		50,000	50,000
Furniture	-	-		15,000	15,000
Total Building Costs w/Soft Costs	3,438,200	5,365,572	3,800,657	420,325	4,220,982
CAPITAL RESERVE (approx)	(800,000)	(800,000)	(800,000)	-	(800,000)
Bond	2,638,200	4,565,572	3,000,657	420,325	3,420,982

We would build on top of the ledge = building the grades "up" around the bldg
 Question: The BOS is paying \$60K for full A/E services for a new library?

Clerk position for 1 year is more in the \$100,000 range

Based on Bauen \$891,000 estimate from Sept 2015 BOS Chauncey Plan
 x 5% per year escalation = 20% increase x \$891,000 = \$1,069,200
 Renovating the existing library from an A3-assembly Building Use to a
 B-Business Building Use is a change-of-use and requires full compliance
 with current building codes