

Project: New Glarus Public Library (NGPL)  
Meeting Location: New Glarus Village Hall  
Date of Meeting: 6.15.2015 at 5:00 pm  
In Attendance: Linda Hiland, Wayne Duerst, Jody Hoesly, Becky Weiss, Kevin Budsberg, Suzi Janowiak, Lauren White (NGPL); Tina Gordon, Jim Gersich (Dimension IV Madison)

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*These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.*

This meeting was a Library Building Committee public meeting and a Kickoff Meeting for the new-site public library conceptual design phase. We followed a written agenda.

General comments:

1. We began the meeting with a brief review of the meeting notes, distribution and corrections process. Dimension IV Madison will prepare and distribute meeting notes to Lauren for further distribution.
2. The design team members and the consultants remain essentially as before.
3. Deb Haeffner will be able to assist, up to 10 hours without charging for her time.
4. The Library Board will be managing a difficult operating budget as there are no additional operating funds available for the larger building, which also needs to be highly energy-efficient. Will also need to apply for grants.
5. The Library Board has been given 8 months (starting 5/5/2015) to return to the Village Board with a full "plan" consisting of various elements such as concept design, construction budget, operating budget, etc. We briefly introduced the notion of CM as a possible way of securing a guaranteed maximum price before having to invest in construction documents and formal bidding.

Review of Site and Design Issues:

1. The new site (Glarnar Park) was discussed at some length. Starting at the Site Plan Review-Approval stage, the property would need to be rezoned; the Village parking requirements would then be found in the zoning ordinances under R1 or whatever it is rezoned to, and will be based upon the square footage of the new building. A parking variance should be considered, if we can show a hardship.
2. Geotechnical soil borings have been completed for the building, but NR151 requires additional soil testing where the Storm Water Detention Pond will be located. A Storm Water Management Plan and associated Erosion Control Plan will be required. A topographical-utility and boundary survey will be required. Jim will secure proposals from Edge for these.
3. It was noted that the Town of New Glarus is no longer interested in space-sharing and has purchased its own building.
4. Site arrival from Third Avenue only, is preferred.
5. We also discussed the relocation of the softball diamond, its timing, etc.
6. The Village may not have a Bike Path Plan per-se.

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7. We discussed the development of the space needs based upon both the collection and the other spaces desired in the new building. Mention was made of the need for multi-purposed flexible space, and a goal of a building of ~12,000 SF, to be verified after the 20-year list of spaces has been updated.
8. The new Library needs to be easy to add on to but modest and not too big – too fast.
9. Flexibility is essential especially re technology trends.
10. The building design Swiss style per the design for the SCNA location, was well-received and there is desire to recapture as much of that as possible. Not sure if the Swiss Style Architectural Review is per-se required as the site is not in the downtown; however, it may be desired anyway.
11. LEED® certification is not a priority, but energy efficiency (keeping energy costs very low) and staffing are high priorities. EnergyStar for buildings is a goal. Clearly stated: No increase in operating expenses are possible.
12. Mention was made that while energy efficiency incentives are possible, geothermal is highly unlikely; Focus On Energy has been in contact via sustainable building consultants.
13. Listening Session(s) and Design Workshop(s) as we had in the past, are not necessary for the redesign at the new site.
14. Kevin is eager to get design images, particularly to support fund raising and returning to those who had pledged donations for the building as designed for the SCNA location. This is urgent.
15. On the floor plan, we are to shade-in the existing shelving and similarly show the lineal footage of the collection. We would not, at the outset, intend to use the highest and lowest shelves in the Adult areas.
16. The original donor interested in the Local History component may not have the same requirements for the use of their funds as they did last time.
17. Tina walked through the elements contained in the October 23, 2012 Concept & Budget Report and it was noted that yes, a similar updated document will be needed.

#### Budget Discussion:

1. We reviewed the desired Total Project Cost budget of \$2M. *Note: I made a mistake and reflected on ~\$1.8M as available for the hard cost of construction whereas I should have said ~\$1.7M...sorry!*
2. Jim noted that the FF+E budget will need to be around \$100K whereas on the Glarner Park site, it was ~\$200K per Tina, so we discussed the possibility of donated or low-cost steel shelving, e.g., from UW like we did at Brodhead.
3. The rough initial estimate of cost per gross square foot is \$145 plus about \$5/GSF if we need to be sprinklered. Fire protection sprinklering is not necessarily code-required although it may be owner-desired. This \$145 assumes a 1-story, slab-on-grade, wood-framed building, with modest interior finishes. This unit cost was review with a local Contractor.
4. Snow plowing and lawn mowing are in the Library's operating budget.
5. Jim will review the need for 3-phase power with Mike Hein. *Note: Mike recommend going to 3-phase power for various technical electrical engineering reasons mostly associated with the power for the HVAC equipment. His rough estimate of the utility company's charges for setting a 3-phase transformer is \$3,000 to \$6,000.*

#### Schedule and Miscellaneous Discussion:

1. Suggestion had been made to conduct a reception/picnic on the grounds, sign erected, stakes in the ground where the building will be located, etc. Specific dates were not mentioned as they would like to have images of the new building available at that time.

2. It will be the Building Committee's responsibility to report to the full Library Board. Generally, Building Committee meetings will precede Library Board meetings which are held on the second and fourth Tuesdays each month.

Action Items (in addition to as-noted above):

1. Jim will contact Arlen at Edge for proposals.
2. Jim will prepare a fee proposal and Change Order to the Owner-Architect Agreement.
3. Tina will contact Lauren to set up Program Statement development meeting(s) with her and Deb Haeffner.
4. Jim will advise Becky if a Building Committee meeting is needed prior to the 6/23 Library Board meeting; see below.

Next Meetings:

1. *For the next Library Board meeting on 6/23, yes, a brief Building Committee meeting would be needed, to review and recommend approval of the proposals noted above.*
2. Additional meetings are not scheduled yet.

CC: Lauren White (NGPL – for further distribution as desired); Deb Haeffner (SCLS); Mike Hein (HEIN Engineering); Arlen Ostreng (Edge Consulting Engineers); James Hall (OTIE); Tina Gordon, Ray White (Dimension IV Madison Design Group)

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Project: New Glarus Public Library (NGPL)  
Meeting Location: New Glarus Village Hall  
Date of Meeting: 7.07.2015 at 1:00 pm  
In Attendance: Lauren White (NGPL); Deb Haeffner (SCLS); Tina Gordon, Jim Gersich (Dimension IV Madison)

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*These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.*

This meeting was a staff-level meeting for review of collection projections and other space needs over the 20-year planning horizon.

General comments:

1. We noted in general that, for a wide variety of components of the collection, that weeding/purging has reduced the numbers of volumes significantly when comparing the 2011 statistics against the 2015 SCLS data. We assume this was due to lack of space moreso than any other major factor.
2. We field-verified several elements of the collection:
  - a. Juvenile Books-on-CD are shown to be 101 now, whereas in 2011 the count was 243. We counted the number on the shelf to exceed 150 therefore the 101 is incorrect and, due to items in circulation, we assume a count closer to 243 is accurate.
  - b. We measured various elements in the Library Storage Room and miscellaneous storage such as adjacent to the Library Director's Office and in cabinets in the Staff Workroom behind the Circ Desk. Examples include Technical Services materials and Friends t-shirts being stored in the space adjacent to the LD Office, local history items in the Staff Workroom behind the Circ Desk, and boxes of donated books in the Library Storage Room.
3. The category of the collection labeled as "Adult Local History/Material" is not entirely "historical" but rather is a combination of various types of things such as yearbooks, Swiss architecture and culture, etc.

Review of Collection:

1. The Children's Library Board Books are now on a cart and we prefer they be stored in bins.
2. Children's Picture Books will be in a combination of bins and shelving such as at Fitchburg PL.
3. The Children's Library Holiday Books collection is almost entirely Picture Books and now stores outside of the main library area due to space constraints. Preference is to have them always within the Children's Library, stored in bins.
4. It was noted that Children's Chapter Books and Easy Readers had been weeded significantly. Also, this category of the collection is likely to be a focus of new purchases, targeted-donations, etc.
5. New Materials displays (popular materials) will be developed for Children's, YA/Teens, and for Adults. These will be more like display modules than shelving per-se.

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6. We also noted staff preference for DVDs and BluRays to be in slimline cases rather than the standard cases which are thicker and fewer per linear foot.
7. The Gaming Software is not in slimline cases; expecting this category of the collection to phase-out over time.
8. We discussed the atlases and maps, etc and see photo below.
9. NGPL defines "Browser DVDs" as intended for walk-ins only as these will not be on-hold for patrons calling in. This is an effort to get people to come into the library and experience other goings-on.
10. Tina will convert the chart to a spreadsheet and the number of assumed double-faced shelves and bins will correlate to square footage needs for the 20-year collection, assuming shelves are approximately 2/3rds full. Our intention is to have neither the lowest shelf nor the highest shelf be utilized at the outset, but they will be filling up over the 20-year planning horizon.

Review of other space needs:

1. We reviewed the List of Spaces in the 2012 Concept & Budget Report and went line-by-line.
2. After a lengthy discussion about the Multi-Purpose/Community Meeting Room we concluded:
  - a. The original Space Needs had included the Multi-Purpose/Community Meeting Room sized at 7 square feet per person (sufficient for folding chairs in rows) at a capacity of ~150 people; in addition, a small side room sufficient for carts holding the 150 chairs, and for collapsed tables, was included. These spaces at this size (a little over 1,200 SF) should continue to be considered.
  - b. If space needs driven by the collection and other elements exceeds in total 12,000 GSF, then a smaller the Multi-Purpose/Community Meeting Room could be considered. Tina recommended that the combination of the room itself and the Table-Chair Storage should not be less than 1,000 SF.
  - c. If the Library Board's comment that the Multi-Purpose/Community Meeting Room could be sized for 100 people, at 7 square feet each that room would only be 700 square feet, smaller than a traditional classroom...thus compromising its use for larger groups/gatherings.
  - d. All three options will continue to be considered as the design moves forward.
3. We went through each line item and removed no-longer needed elements like the two custodian closets, the larger size of the Lobby, etc. Various small yet necessary elements we added as well.

Action Items (in addition to as-noted above):

1. Jim will scan the material loaned by Lauren and return same.
2. Lauren will review the updated collection analysis with other NGPL staff members.
3. Tina will update the Program Statement list of spaces for the next Building Committee meeting.

Next Meetings:

1. *For the next Library Board meeting on 7/14, a brief Building Committee meeting would be needed, to review advancing work products.*
2. Additional off-line meetings are not scheduled yet.

CC: Lauren White (NGPL – for further distribution as desired); Deb Haeffner (SCLS); Mike Hein (HEIN Engineering); Arlen Ostreng (Edge Consulting Engineers); James Hall (OTIE); Tina Gordon, Ray White (Dimension IV Madison Design Group)

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Maps-Atlases

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Project: New Glarus Public Library (NGPL)  
Meeting Location: New Glarus Village Hall  
Date of Meeting: 7.14.2015 at 5:00 pm  
In Attendance: Linda Hiland, Wayne Duerst, Jody Hoesly, Becky Weiss, Lauren White (NGPL Building Committee); Jim Gersich (Dimension IV Madison)

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*These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.*

This meeting was a Library Building Committee public meeting for the new-site public library conceptual design phase. We followed a written agenda.

General comments:

1. We began the meeting with a brief review of the activities since the last meeting, especially noting progress beg made on the surveying, Storm Water Management Plan efforts, and the collection analysis. Earlier today Linda, Lauren, Jim and Mike Hein met with representatives of Focus on Energy and advances the dialogue on energy modeling supporting incentives and reductions in operating costs of electricity and natural gas. Focus will prepare meeting notes and "bundles" of energy conservation strategies for the Library Board to approve. Further incentives and reductions are expected via WPPI; Focus will coordinate directly with Keith Swartz at Seventhwave, the company that processes the paperwork for WPPI incentives.
2. The design team members had met with Lauren and Deb Haeffner in early-July to review the Collection Analysis:
  - a. A column should be added to reflect the 2011 volumes demonstrating the thinning-weeding that occurred between 2011 and 2015.
  - b. Jody requested that column(s) be added reflecting, at the 2015 volumes, at the preferred shelf-height, and with accessible aisles, how many square feet would be needed at 30 SF per double-faced shelving unit....by comparison to actual (2,074 SF total per the 2013 DPI Annual Report, which includes offices, Circ Desk, etc., not just the shelving area.)
3. The Library Board will be managing a difficult operating budget, re-iterating that there are no additional operating funds available for the larger space, may need to budget for sewer-water, and which also needs to be highly energy-efficient, balancing first-cost against operating cost of electricity and natural gas. In very rough terms, the Focus on Energy incentive could be approximately \$10K.
4. A draft project schedule (now through end of August) was reviewed. The final Concept & Budget Report (CBR) will be issued on 8/28. Linda noted that the timing of the replacement softball diamond would likely drive the construction schedule.
5. The parking variance will be processed as a part of the Site Plan Review process; certain elements of the Construction Documents are needed for the Site Plan Review application.
6. The Library Board has a meeting later today and will discuss results of this Building Committee meeting as well as the idea of engaging an Owner's Rep for the project.

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Review of Collection Analysis and Projected Space Needs Summary:

1. Numbers of volumes in many categories are significantly down since 2011 SCLS statistics. Space needs looks at shelving plus “soft” seating areas. Planning standards are used, especially those utilized by SCLS.
2. Draft One 7.14.2015 of a Projected Space Needs Summary was reviewed. Total Net Square Feet depicted is 10,625. Some space needs to be assigned for boiler-hot water heater but air handling units are either on-grade outside the building, or in a mezzanine in the roof truss space. The target Total Gross Square Feet for the new building remains at 12,000 GSF.
3. We reviewed each listed space line-by-line and compared the current projected space for each, in comparison to what was planning in October, 2012. Some spaces increased but more often than not, spaces decreased. The Multi-Purpose Room (including its Table-Chair Storage Room) was reduced from 1,212 NSF to 1,000 NSF. Lauren expressed concern that this size of a Multi-Purpose Room (classroom-size) may not be sufficient for their needs.

Review of Budget:

1. A Programming-phase Total Project Cost budget, based upon the 12,000 GSF target, was reviewed. The “bottom line” is \$2.07M knowing that the preferred \$number is \$1.8M.
2. Jim advised staying-the-course and letting the design evolve so that more accurate estimating can be done on some defined drawings; also, other factors such as fund raising and incentive monies will continue to focus.

Review of Site Concept:

1. The new site concept plan (Glerner Park) was reviewed. The primary purpose of this plan was to predict impervious surfacing so that Edge could proceed with the Storm Water Management Plan.
2. The stormwater calculations and Plan may require a bioretention basin, rain garden(s), storm water detention pond(s) wet or dry, etc.
3. The current site concept plan depicts a future building addition to the north of approximately 2,200 SF.
4. Building setbacks shown in the concept site plan are for Residential Zoning districts, per Village ordinances. The land would need to be re-zoned in the future.
5. We also briefly reviewed the CSM of the 54.99’ strip of land west of Outlot 47B that will be transferring to the Fire Department. This CSM has not been recorded yet.

Construction Management (CM) initial conversation:

1. Given the budget constraints and concerns about operating costs, Jim mentioned CM as a possible method of construction delivery that should be considered. The CM process was utilized for the Poynette Area Public Library expansion a year or so ago.
2. The “traditional” method of single-prime bids would require the investment in Construction Documents (roughly, ~\$100K) prior to knowing if the project is affordable. Brodhead PL utilized the “single-prime” traditional process, and Verona PL utilized the “multiple-prime” traditional process.

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3. In a CM At-Risk (CMAR) method, the CM would prepare a Guaranteed Maximum Price (GMP) proposal based upon the CBR only. The GMP would establish the “ceiling” and the final cost would be at or less than the ceiling depending upon the bids, taken by the CM after the Construction Documents were completed.
4. A CMAR Request for Proposal (RFP) would be crafted and it would detail all the groundrules such as, payment for any CM services would be delayed until the start of construction, methods for local subcontractor participation, in-kind donations, etc. A defined CM fee would also be a part of the RFP process.
5. In effect, selecting a CM would be very similar to the process of selecting an architect. The CM would provide consulting services and later, the Library Board would consider whether or not the CM could self-perform any of the work and if so, only after competitively bidding those portions.
6. No decision was made one way or the other on CM and Linda will initiate conversations with Poynette to see what their experience was like.

Action Items (in addition to as-noted above):

1. Jim and Tina will update and distribute the Collection Analysis as described above.
2. NGPL will receive meeting notes and a sign-off sheet on Focus on Energy incentives.
3. D4M will advance the conceptual building and site design; Edge will continue with the SWMP and site components.
4. Edge will complete the topo survey.

Next Meetings:

1. *For the next Library Board meeting on 7/28, yes, a brief 5 pm Building Committee meeting would be needed, to review advancing design and discuss Owner's Rep and CMAR as noted above.*
2. Additional meetings are not formally scheduled yet.

CC: Lauren White (NGPL – for further distribution as desired); Deb Haeffner (SCLS); Mike Hein (HEIN Engineering); Arlen Ostreng (Edge Consulting Engineers); James Hall (OTIE); Tina Gordon, Ray White (Dimension IV Madison Design Group)

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Project: New Glarus Public Library (NGPL)  
Meeting Location: New Glarus Village Hall  
Date of Meeting: 7.28.2015 at 5:00 pm  
In Attendance: Linda Hiland, Wayne Duerst, Jody Hoesly, Becky Weiss, Lauren White (NGPL Building Committee); Jim Gersich (Dimension IV Madison)

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*These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.*

This meeting was a Library Building Committee public meeting for the new-site public library preliminary design phase. We followed a written agenda.

General comments:

1. The topographical boundary survey is to be completed by the end of the week.
2. We reviewed the updated Focus On Energy and WPPI incentives; the HVAC system with DX cooling (not geothermal) and "Bundle #3" combined incentives total \$10,316 (if all elements with the Bundle are installed) and reflect an annual energy savings of \$8,091 over code-minimum energy performance. If the installed costs are accurate (probably not) then the simple payback is 21 years.
3. We reviewed the project schedule and remain as-planned for completion of the (new site) Concept & Budget report by the end of August.
4. We briefly reviewed possible Construction Manager (CMAR) and Owner's Rep roles for the project. Should the Library Board (LB) decide to retain a CMAR, a GMP could be achieved by end of October. Linda reported on her conversation with the former Library Director at Poynette, and indicated she will be talking with the Library's Owner's Rep at Brodhead shortly. *(After the meeting, the LB decided to proceed with the CMAR approach, and Linda Hiland and Kevin Budsberg to act as the Owner's Rep.)*
5. We briefly reviewed the recently-enacted State Budget and noted some changes therein re NR151. Jim will review same with Edge to see if those changes affect the project. *(After the meeting, we determined those changes do not apparently affect the project.)*

Review of Site Plans and Floor Plan:

1. Three sheets of Site Plans, prepared by Edge Consulting Engineers, dated 7/27/2015, were reviewed noting the following comments:
  - a. The site plan has been developed showing 46 parking stalls, plus two (2) stormwater Storage Ponds, plus three (3) stormwater Bio-Ponds, plus two (2) underground "Cultec" stormwater storage chamber arrays. We reviewed Brian Beaulieu's 7/28 email explaining the two municipal ordinances related to water quality requirements, and Durst Valley peak flow reductions. One of the Storage Ponds is located in the space allocated for future library building expansion. At such a time, both parking and the Stormwater Management Plan will need to be revisited. Jim also circulated an artist's rendition cutaway view of what an underground Cultec chamber array would look like.

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- b. We will consider the possibility of eliminating the east 14 parking stalls and related drives, in favor of relocating Storage Pond #1 at that location, and possibly enlarging and/or deepening it to eliminate the underground storage chamber arrays. (After the meeting, Edge confirmed that yes, the Cultec underground storage chamber arrays can be eliminated if the east 14 stalls and drives are eliminated; and, that the Storage Pond #1 could be combined with the new Pond where the east 14 stalls and drives had been located, returning open space for future library building expansion north of the initial library building. If so, the number on off-street parking stalls remaining would be 32, re the parking variance application.
  - c. The Site Plans reviewed do not currently show the correct building setbacks in a parcel re-zoned to Residential. These setbacks will need to be followed.
  - d. The Site Plans do not show the current building footprint although they do show the building correctly sized at 12,000 GSF. The building length shown in the Site Plans is ~12' shorter north-south than the Floor Plan indicates, 180'.
  - e. We also noted Brian's email comments regarding both 3<sup>rd</sup> and 4<sup>th</sup> Avenue sidewalks, and 3<sup>rd</sup> Avenue's curb-and-gutter needed.
2. One Floor Plan, prepared by Dimension IV Madison, dated 7/28/2015, was reviewed noting the following comments:
- a. Sink, refrigerator and cabinetry needed in Staff Breakroom.
  - b. Diaper Decks needed in all three Toilet Rooms.
  - c. Would like to have a large view window into the large Study Room, for staff at the Circ Desk to monitor activity therein.
  - d. The location of the Library Director's Office was discussed; one acceptable option id to keep it where shown but another option should be developed to co-locate it with the Staff Workroom.
  - e. Suggestion was made to locate the Friend's Display to be closer to the Friend's Storage.
  - f. The west wall of the Staff Workroom should either have openings or transom windows so east light can reach the OPAC and YA areas.
  - g. There may be a need for an exit door at the north end of the building.
  - h. The shape and configuration of the Circ Desk will evolve.
3. The plan and particularly the number and type of doors will continue to evolve. For example, Quiet Reading may become an Area, not a room with walls and a door. Also, sliding doors shown both sides of Storytime may not be affordable. We will try to minimize walls and doors wherever practical.

Review of Budget:

- 1. Updated construction cost estimates will be provided sometime in August.
- 2. The budget reviewed at the last meeting did not reflect the cost of underground stormwater storage facilities shown on today's Site Plans. *(After the meeting, Edge secured a rough cost estimate of the system from Cultec, \$80,000 furnished and installed.)*

Action Items (in addition to as-noted above):

- 1. D4M will advance the conceptual building and site design; Edge will continue with the SWMP and site components.
- 2. Edge will complete the topo survey.

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Next Meetings:

1. *For the next Library Board meeting on 8/11, yes, a brief 5 pm Building Committee meeting would be needed, to review advancing design.*
2. Additional meetings are not formally scheduled yet.

CC: Lauren White (NGPL – for further distribution as desired); Deb Haeffner (SCLS); Mike Hein (HEIN Engineering); Arlen Ostreng, Brian Beaulieu (Edge Consulting Engineers); James Hall (OTIE); Tina Gordon, Claire Gibbons, Ray White (Dimension IV Madison Design Group)

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