

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
August 9, 2017  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order – John Walsh, President
2. Review of 2018 Budget (page 1-21) -- Gary Lettelleir
3. Review of Ellettsville Renovation Schematic Design (page 22-90) – Jane Cronkhite, Marilyn Wood
4. Public Comment
5. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>

**Monroe County Public Library  
2018 Budget**

August update: The figures for the 2018 tax caps and LIT estimates were released on August 1. We have lowered the LIT projection by about \$307,000. And we have increased the tax cap to \$147,717. The July tax cap estimate was originally about 50,000. To offset the revenue reductions, the LIRF transfer has been reduced by \$400,000.

The financial plan for 2018 considers the community’s needs and strategic aspirations for library services now and into the future. The 2018 budget plan has the following primary areas of focus:

- Maintaining current operational levels at all facilities while encouraging growth of audiences served.
- Facilities and Information Technology management through pro-active attention to future needs and life cycle replacement planning.
- Ellettsville renovation and updates to interior spaces.
- Providing for new services to meet needs of our growing community through engagement outside our current facilities and planning for a new branch.

Here is a comparison of the Operating Fund projected 2018 spending budget vs. the 2017 spending budget:

	<b>2017</b>	<b>2018</b>	%
	Operating Fund Spending Budget		increase
Wages and Benefits	5,799,572	5,958,661	2.74%
Supplies	198,350	201,400	1.54%
Other Services & Charges	1,392,400	1,394,200	0.13%
LIRF Transfer	426,978	167,000	-60.89%
Capital Outlay	1,019,500	1,002,200	-1.70%
<b>Total Operating Expenditures</b>	<b>8,836,800</b>	<b>8,723,461</b>	<b>-1.28%</b>

**Wage and Benefit Assumptions**

Wages and benefits account for 68% of the 2018 budget. The estimated increase in the wages & benefits category for 2018 compared to the previous year is 2.74%. A final decision on the allocation of the increase between wages and cost of benefits will be made around the end of the year when we see what happens to the cost of health insurance.

**2018 Revenue Summary**

The total Operating Fund revenue projection for 2018 is about \$8,455,000, a decrease of about \$62,000 compared to 2017 revenue projections. We received several revenue numbers from the DLGF on August 1. The tax cap is estimated at \$147,717, an increase of about \$100,000 from 2017. LIT was the biggest surprise. We will see a decrease from 2017 LIT of about 10%. We had estimated a 4% increase for LIT. It is a reduction of about \$220,000 from 2017. The property tax revenue projection is based on an increase of 4.0% - the 2018 AVGQ.

### **Budgeted Deficit – Expected Surplus**

Each year the Library maximizes budgeted revenue and spending authority by making annual increases in the operating fund as high as the AVGQ will allow. Budgeting at this level helps reduce the possibility of going back to the County Council for an additional appropriation should there be a spending need. We have been fortunate in the past few years and actual spending has been lower than budgeted spending which has allowed the Library to end the year with a budget surplus and accumulate funds for goals outside our normal operating expenses.

Over the past three budget years the budgeted spending has been higher than the budgeted revenue resulting in a **projected** deficit in each of those overall budgets. In the attached documents the budgeted revenue and spending for 2016 is compared to the actual figures. The 2016 budgeted deficit was about \$287,000 but the year actually resulted in a \$395,000 surplus. The budgeted deficit for 2017 is about \$320,000 but I am hoping that we will end up with a surplus by the end of the year. For 2018 the budgeted spending is about \$268,000 higher than budgeted revenue.

### **Minimum Cash Reserve Balance**

The library's minimum cash reserves are at about \$3 million which is about 30% of the total spending budget. We are using a guideline of one million dollars as the minimum cash reserves in each of these three funds - Operating, Rainy Day, and LIRF funds.

### **Accompanying Documents**

**Worksheet A** shows estimated revenue, expense, and cash balances, by fund.

**Worksheet B** includes line item expenditures for all four funds.

**Worksheet C** shows line item expenditures in the Operating Fund budget, compared to previous years.

**Worksheet D** provides narrative information about each fund and items that changed significantly.

**Worksheet E** 2016 Budget vs Actual Revenue and Spending

## 2018 Budget - estimated revenue, expense, and cash balances

Worksheet A	2017 Budget after 1782	2018 Estimates
<b>Operating Fund</b>		
Asses. Val.	6,718,593,869	6,718,593,869
<b>INCOME</b>		
<i>Property Tax 2018 - growth quotient = 1.04 estimate</i>		
Property Tax	\$ 5,798,147	6,030,073
Tax Cap adj	\$ (48,022)	(147,717)
County Option Income Tax	\$ 2,198,787	\$ 1,978,908
Commercial Vehicle Excise Tax	\$ 42,783	\$ 44,226
Financial Institutions Tax	\$ 18,194	\$ 12,546
License Excise	\$ 292,003	\$ 353,931
Fines/Fees	\$ 150,000	\$ 150,000
Other - meeting rooms/interest	\$ 8,000	\$ 8,000
Copier fees	\$ 12,500	\$ 12,500
Other - PLAC	\$ 12,500	\$ 12,500
<b>TOTAL</b>	<b>\$ 8,484,892</b>	<b>\$ 8,454,967</b>
<b>EXPENSES</b>		
Personnel Services	\$ 5,799,572	\$ 5,958,661
Supplies	\$ 198,350	\$ 201,400
Other Services/Charges	\$ 1,392,400	\$ 1,394,200
LIRF xfer	\$ 426,978	\$ 167,000
Capital	\$ 1,019,500	\$ 1,002,200
<b>TOTAL before encumbrance</b>	<b>\$8,836,800</b>	<b>\$8,723,461</b>
		\$ (268,494)
	<b>\$8,836,800</b>	
<b>FUND BALANCE</b>		
Beginning	\$ 2,148,150	\$ 866,242
addl lirf xfer	\$ (930,000)	
Income less exp.	\$ (351,908)	\$ (268,494)
Ending balance	<b>\$ 866,242</b>	<b>\$ 597,748</b>

**Debt Service Fund**

## INCOME

Property Tax	\$	678,578	\$	685,150
Circuit Breaker				
Commercial Vehicle Excise Tax		5,007		5,007
Financial Institutions Tax		2,129		2,129
License Excise		34,174		34,174
<b>TOTAL</b>	<b>\$</b>	<b>719,888</b>	<b>\$</b>	<b>726,460</b>

## EXPENSES

Bond Payment	\$	688,500	\$	685,150
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## FUND BALANCE

Beginning	\$	76,264	\$	107,652
Income less exp.	\$	31,388	\$	41,310
Ending balance	\$	107,652	\$	148,962

**Library Improvement Reserve Fund**

## INCOME

Transfer	\$	426,978	\$	167,000
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## EXPENSES

Other Services/Charges	\$	125,000	\$	125,000
Capital	\$	400,000	\$	458,000
<b>TOTAL</b>		<b>\$525,000</b>		

## FUND BALANCE

Beginning	\$	2,092,008	\$	3,022,008
xfer - cost	\$	930,000	\$	167,000
			\$	(583,000)
<b>Total</b>	<b>\$</b>	<b>3,022,008</b>	<b>\$</b>	<b>2,606,008</b>

Worksheet A

**2017 Budget after  
1782**

**2018 Estimates**

		<b>Rainy Day Fund</b>	
INCOME	Transfer - repay		
EXPENSES			
	Other Services/Charges	\$ 85,000	\$ 85,000
	Additional Appropriation		
	Capital	\$ 65,000	\$ 65,000
	<b>TOTAL</b>	<b>\$150,000</b>	<b>\$150,000</b>
FUND BALANCE			
	Beginning	\$ 1,636,653	\$ 1,636,653
	COIT distribution		
	Renov		
	Total	\$ 1,636,653	\$ 1,636,653

2018 BUDGET COMPARISON

Worksheet C	2018 BUDGET	2017 BUDGET	2016 ACTUAL	2015 ACTUAL
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	195,284	187,508	130,580	123,262
1130 MANAGERS	1,094,982	1,036,770	1,048,577	902,239
1140 LIBRARIANS, EXPERTS	1,086,833	1,099,735	985,177	1,043,051
1150 SPECIALISTS	239,503	217,914	200,698	369,085
1160 ASSISTANTS-PARAPROFESSIONALS	790,119	719,285	715,318	596,084
1170 TECH / SECRETARIES	64,350	60,450	58,533	105,021
1180 -see "Other Wages" below				
1190 BUILDING SERVICES-MAINT.	166,261	159,101	152,006	216,767
1200 BUILDING SERVICES-SECURITY	114,858	107,838	102,244	71,000
1280 PRODUCTION ASSISTANTS	19,396	17,836	18,220	11,557
1290 INFO ASST. / MATERIAL SUPPORT	437,850	428,875	397,516	306,637
1300 MATERIAL HANDLER	230,000	221,000	213,943	142,310
1320 TECHNICIANS	-	16,151	12,084	9,753
TOTAL SALARIES	4,439,437	4,272,463	4,034,896	3,896,766
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION/FICA	277,793	265,943	240,612	232,449
1220 UNEMPLOYMENT COMPENSATION	10,000	10,000		
1230 EMPLOYER CONTRIBUTION/PERF	386,003	377,098	359,415	357,313
1235 EMPLOYEE CONTRIBUTION/PERF	103,394	101,008	96,602	95,921
1240 EMPLOYER CONT/INSURANCE	662,572	697,564	589,377	551,867
1250 EMPLOYER CONT/MEDICARE	62,462	62,196	56,420	54,363
TOTAL EMPLOYEE BENEFITS	1,502,224	1,513,809	1,342,426	1,291,913
OTHER WAGES				
1310 WORKSTUDY	7,000	3,300	6,396	1,994
1180 TEMPORARY STAFF	10,000	10,000	-	-
1350 STIPEND/RECLASSIFICATION				
TOTAL OTHER WAGES	17,000	13,300	6,396	1,994
TOTAL PERSONNEL SERVICES	5,958,661	5,799,572	5,383,718	5,190,673

Worksheet C

	2018 BUDGET 68.31%	2017 BUDGET 65.63%	2016 ACTUAL 68.38%	2015 ACTUAL 63.12%
SUPPLIES (2000'S)				
OFFICE SUPPLIES				
2110 OFFICIAL RECORDS	1,100	1,100	755	46
2120 STATIONERY & PRINTING	400	550	262	517
2130 OFFICE SUPPLIES	11,150	11,500	7,100	6,633
2140 DUPLICATING	46,950	44,400	43,104	42,493
2150 PROMOTIONAL MATERIALS				
TOTAL OFFICE SUPPLIES	59,600	57,550	51,221	49,688
OPERATING SUPPLIES				
2210 CLEANING SUPPLIES	40,000	40,000	28,976	31,808
2220 FUEL, OIL, & LUBRICANTS	9,000	9,000	6,163	5,358
2230 CATALOGING SUPPLIES-BOOKS	6,000	6,000	5,221	4,510
2240 A/V SUPPLIES-CATALOGING	6,000	6,000	4,373	4,602
2250 CIRCULATION SUPPLIES	32,500	32,500	27,635	29,351
2260 LIGHT BULBS	12,000	12,000	4,548	8,508
2270 VIDEOTAPE - CATS				
2280 UNIFORMS	1,900	1,900	1,900	1,352
2290 DISPLAY/EXHIBIT SUPPLIES	4,000	4,000	522	1,646
TOTAL OPERATING SUPPLIES	111,400	111,400	79,338	87,134
REPAIR & MAINTENANCE SUPPLIES				
2300 IS SUPPLIES	6,500	6,500	4,499	5,647
2310 BUILDING MATERIALS & SUPPLIES	23,000	22,000	21,819	19,059
2315 ENERGY AUDIT MATERIALS				
2320 PAINT & PAINTING SUPPLIES	900	900	429	898
2340 OTHER REPAIR & BINDING				
2350 VIDEO MATERIALS - CATS				
TOTAL REPAIR & MAINTENANCE SUPPLIES	30,400	29,400	26,747	25,604
TOTAL SUPPLIES	201,400	198,350	157,306	162,426



Worksheet C	2018 BUDGET	2017 BUDGET	2016 ACTUAL	2015 ACTUAL
OTHER SERVICES/CHARGES (3000'S)				
PROFESSIONAL SERVICES				
3110 CONSULTING SERVICES	11,000	39,000	1,302	2,308
3120 ENGINEERING/ARCHITECTURAL	7,000	7,000	-	-
3130 LEGAL SERVICES	18,000	15,500	20,778	12,912
3140 BUILDING SERVICES	40,000	40,000	28,088	30,660
3150 MAINTENANCE CONTRACTS	170,500	170,500	95,806	138,169
3160 COMPUTER SERVICES (OCLC)	74,000	72,500	63,287	62,047
3170 ADMIN/ACCOUNTING SERVICES	59,000	51,000	41,221	41,865
3175 COLLECTION AGENCY SERVICES	18,000	18,000	14,839	17,112
TOTAL PROFESSIONAL SERVICES	397,500	413,500	265,321	305,073
COMMUNICATION & TRANSPORTATION				
3210 TELEPHONE	31,400	31,300	21,129	21,981
3220 POSTAGE	19,000	19,000	15,402	15,945
3230 TRAVEL EXPENSE	-	10,000	5,879	2,719
3240 PROFESSIONAL MTG. (OFF-SITE)	30,000	10,000	1,178	2,612
3250 CONTINUING ED. (ON-SITE)	-	10,000	130	
3260 FREIGHT & DELIVERY	1,400	1,000	1,064	2,064
TOTAL COMMUNICATION & TRANSPORTATION	81,800	81,300	44,782	45,322
PRINTING & ADVERTISING				
3310 ADVERTISING & PUBLICATION	2,850	2,850	1,022	1,948
3320 PRINTING	5,000	5,000	954	860
TOTAL PRINTING & ADVERTISING	7,850	7,850	1,976	2,808
INSURANCE				
3410 OFFICIAL BOND	600	600	586	450
3420 OTHER INSURANCE	92,500	80,500	71,577	71,831
TOTAL INSURANCE	93,100	81,100	72,163	72,281
UTILITIES				
3510 GAS	4,450	4,450	2,465	2,916
3520 ELECTRICITY	332,000	332,000	271,326	280,803

Worksheet C		2018	2017	2016	2015
		BUDGET	BUDGET	ACTUAL	ACTUAL
	3530 WATER	29,000	26,300	21,154	21,582
TOTAL UTILITIES		365,450	362,750	294,945	305,300
REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	29,000	29,000	16,423	32,752
	3630 OTHER EQUIP/FURNITURE REPAIRS	16,000	16,000	3,201	5,635
	3640 VEHICLE REPAIR & MAINTENANCE	14,000	12,500	12,004	11,455
	3650 MATERIAL BINDING/REPAIR SERV.	1,500	1,500	369	932
TOTAL REPAIR & MAINTENANCE		60,500	59,000	31,997	50,774
RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	34,000	32,900	27,361	23,290
	3720 EQUIPMENT RENTAL				
TOTAL RENTALS		34,000	32,900	27,361	23,290
OTHER CHARGES					
	3845 ELEC. RECOURCES-DATABASES	190,000	190,000	142,382	143,414
	3846 E-BOOKS	150,000	150,000	174,123	131,298
	3910 DUES/INSTITUTIONAL	7,500	7,500	5,684	5,617
	1004 MISCELLANEOUS				
	3920 INTEREST/TEMPORARY LOAN	2,000	2,000	-	-
	3930 TAXES & ASSESSMENTS				
	3940 TRANSFER TO LIRF	167,000	426,978	298,000	785,000
	3945 TRANSFER TO RAINY DAY				
	3950 EDUCATIONAL SERV/LICENSING	4,500	4,500	2,658	3,688
TOTAL OTHER CHARGES		521,000	780,978	622,847	1,069,017
TOTAL OTHER SERVICES/CHARGES		1,561,200	1,819,378	1,361,392	1,873,866
CAPITAL OUTLAY (4000'S)					
FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	10,000	3,182	16,574
	44105 ENCUMBERED FURNITURE				
	4420 AUDIO VISUAL EQUIPMENT				

Worksheet C	2018 BUDGET	2017 BUDGET	2016 ACTUAL	2015 ACTUAL
4430 OTHER EQUIPMENT	19,000	19,000	15,374	16,453
4440 LAND & BUILDINGS				
4450 BUILDING RENOVATIONS	5,000	5,000		1,607
4460 IS EQUIPMENT				
4465 IS SOFTWARE			350	
4470 EQUIPMENT - CATS				
4475 SOFTWARE - CATS				
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>34,000</b>	<b>34,000</b>	<b>18,906</b>	<b>34,634</b>
<b>OTHER CAPITAL OUTLAY</b>				
4510 BOOKS	582,000	582,000	572,496	570,167
4520 PERIODICALS & NEWSPAPERS	43,000	43,000	39,271	42,548
4530 NONPRINT MATERIALS	340,000	340,000	340,447	348,739
to get to 15%	3,200	20,500	-	-
4540 ELECTRONIC RESOURCES	-	-	-	-
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>968,200</b>	<b>985,500</b>	<b>952,214</b>	<b>961,455</b>
	15.00%	15.00%	16.11%	15.03%
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,002,200</b>	<b>1,019,500</b>	<b>971,120</b>	<b>996,088</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>8,723,461</b>	<b>8,836,800</b>	<b>7,873,536</b>	<b>8,223,054</b>

		2018	2018	2018	2018	2018
2018 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
<b>PERSONNEL SERVICES</b>						
SALARIES						
	1120 ADMINISTRATION	195,284				
	1130 MANAGERS	1,094,982				
	1140 LIBRARIANS, EXPERTS	1,086,833				
	1150 SPECIALISTS	239,503				
	1160 ASSISTANTS-PARAPROFESSIONALS	790,119				
	1170 TECH / SECRETARIES	64,350				
	1180 -see "Other Wages" below					
	1190 BUILDING SERVICES-MAINT.	166,261				
	1200 BUILDING SERVICES-SECURITY	114,858				
	1280 PRODUCTION ASSISTANTS	19,396				
	1290 INFO ASST. / MATERIAL SUPPORT	437,850				
	1300 MATERIAL HANDLER	230,000				
	1320 TECHNICIANS	-				
<b>TOTAL SALARIES</b>		<b>4,439,437</b>		-	-	<b>4,439,437</b>
EMPLOYEE BENEFITS						
	1210 EMPLOYER CONTRIBUTION/FICA	277,793				
	1220 UNEMPLOYMENT COMPENSATION	10,000				
	1230 EMPLOYER CONTRIBUTION/PERF	386,003				
	1235 EMPLOYEE CONTRIBUTION/PERF	103,394				
	1240 EMPLOYER CONT/INSURANCE	662,572				
	1250 EMPLOYER CONT/MEDICARE	62,462				
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,502,224</b>		-		<b>1,502,224</b>
OTHER WAGES						
	1310 WORKSTUDY	7,000				
	1180 TEMPORARY STAFF	10,000				
	1350 STIPEND	-				
<b>TOTAL OTHER WAGES</b>		<b>17,000</b>				<b>17,000</b>
<b>TOTAL PERSONNEL SERVICES (1000s)</b>		<b>5,958,661</b>		-		<b>5,958,661</b>

		2018	2018	2018	2018	2018
2018 BUDGET		OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
<b>SUPPLIES (2000s)</b>						
OFFICE SUPPLIES						
	2110 OFFICIAL RECORDS	1,100				
	2120 STATIONERY & PRINTING	400				
	2130 OFFICE SUPPLIES	11,150				
	2140 DUPLICATING	46,950				
	2150 PROMOTIONAL MATERIALS	-				
<b>TOTAL OFFICE SUPPLIES</b>		<b>59,600</b>		-		<b>59,600</b>
OPERATING SUPPLIES						
	2210 CLEANING SUPPLIES	40,000				
	2220 FUEL, OIL, & LUBRICANTS	9,000				
	2230 CATALOGING SUPPLIES	6,000				
	2240 AUDIO VISUAL SUPPLIES	6,000				
	2250 CIRCULATION SUPPLIES	32,500				
	2260 LIGHT BULBS	12,000				
	2270 RECORDING MATERIALS - CATS	-				
	2280 UNIFORMS	1,900				
	2290 DISPLAY/EXHIBIT SUPPLIES	4,000				
<b>TOTAL OPERATING SUPPLIES</b>		<b>111,400</b>		-		<b>111,400</b>
REPAIR & MAINTENANCE SUPPLIES						
	2300 IS SUPPLIES	6,500				
	2310 BUILDING MATERIALS & SUPPLIES	23,000				
	2315 ENERGY AUDIT SUPPLIES	-				
	2320 PAINT & PAINTING SUPPLIES	900				
	2340 OTHER REPAIR & BINDING	-				
	2350 RECORDING EQUIP SUPPLIES - CATS	-				
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>		<b>30,400</b>				<b>30,400</b>
<b>TOTAL SUPPLIES (2000s)</b>		<b>201,400</b>		-		<b>201,400</b>
<b>OTHER SERVICES/CHARGES (3000s)</b>						
PROFESSIONAL SERVICES						
	3110 CONSULTING SERVICES	11,000		20,000		

		2018	2018	2018	2018	2018
	2018 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3120 ENGINEERING/ARCHITECTURAL	7,000		20,000		
	3130 LEGAL SERVICES	18,000		20,000		
	3140 BUILDING SERVICES	40,000				
	3150 MAINTENANCE CONTRACTS	170,500				
	3160 OCLC & COMPUTER SERVICES	74,000				
	3170 ADMIN/ACCOUNTING SERVICES	59,000				
	3175 COLLECTION AGENCY SERVICE	18,000				
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>397,500</b>	<b>-</b>	<b>60,000</b>		<b>457,500</b>
	COMMUNICATION & TRANSPORTATION					
	3210 TELEPHONE	31,400				
	3220 POSTAGE	19,000				
	3230 TRAVEL EXPENSE	-				
	3240 PROFESSIONAL MEETINGS	30,000				
	3250 CONTINUING EDUCATION	-				
	3260 FREIGHT & DELIVERY	1,400				
	<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>81,800</b>				<b>81,800</b>
	PRINTING & ADVERTISING					
	3310 ADVERTISING & PUBLICATION	2,850				
	3320 PRINTING	5,000				
	<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>7,850</b>				<b>7,850</b>
	INSURANCE					
	3410 OFFICIAL BOND	600				
	3420 OTHER INSURANCE	92,500				
	<b>TOTAL INSURANCE</b>	<b>93,100</b>				<b>93,100</b>
	UTILITIES					
	3510 GAS	4,450				
	3520 ELECTRICITY	332,000				
	3530 WATER	29,000				
	<b>TOTAL UTILITIES</b>	<b>365,450</b>				<b>365,450</b>
	REPAIR & MAINTENANCE					
	3610 BUILDING REPAIR	29,000	125,000	25,000		

		2018	2018	2018	2018	2018
	2018 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	3630 OTHER REPAIR	16,000				
	3640 VEHICLE REPAIR & MAINTENANCE	14,000				
	3650 MATERIALS BINDING/REPAIR	1,500				
	<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>60,500</b>	<b>125,000</b>	<b>25,000</b>		<b>210,500</b>
	RENTALS					
	3710 REAL ESTATE RENTAL/BOND PMT.	34,000			685,150	
	3720 EQUIPMENT RENTAL	-				
	<b>TOTAL RENTALS</b>	<b>34,000</b>			<b>685,150</b>	<b>719,150</b>
	OTHER CHARGES					
	3845 ELEC. REOURCES-DATABASES	190,000				
	3846 E-BOOKS	150,000				
	3910 DUES/INSTITUTIONAL	7,500				
	3920 INTEREST/TEMPORARY LOAN	2,000				
	3930 TAXES & ASSESSMENTS	-				
	3940 TRANSFER TO LIRF	167,000				
	3945 TRANSFER TO RAINY DAY	-				
	3950 EDUCATIONAL LICENSING/SERVICES	4,500				
	<b>TOTAL OTHER CHARGES</b>	<b>521,000</b>				<b>521,000</b>
	<b>TOTAL OTHER SERVICES/CHARGES (3000s)</b>	<b>1,561,200</b>	<b>125,000</b>	<b>85,000</b>	<b>685,150</b>	<b>2,456,350</b>
	CAPITAL OUTLAY (4000s)					
	FURNITURE & EQUIPMENT					
	4410 FURNITURE	10,000	25,000	25,000		
	4420 AUDIO VISUAL EQUIPMENT	-				
	4430 OTHER EQUIPMENT	19,000	125,000	25,000		
	4440 LAND & BUILDINGS	-				
	4450 BUILDING RENOVATION -	5,000	308,000	15,000		
	4460 IS EQUIPMENT	-				
	4465 IS SOFTWARE	-				
	4470 EQUIPMENT - CATS	-				
	4475 SOFTWARE - CATS	-				
	<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>34,000</b>	<b>458,000</b>	<b>65,000</b>		<b>557,000</b>

		2018	2018	2018	2018	2018
	2018 BUDGET	OPERATING	LIRF	RAINY DAY	DEBT SERVICE	TOTAL FUNDS
	OTHER CAPITAL OUTLAY					
	4510 BOOKS	582,000				
	4520 PERIODICALS & NEWSPAPERS	43,000				
	4530 NONPRINT MATERIALS	340,000				
	to get to 15%	3,200				
	4540 ELECTRONIC RESOURCES	-				
	<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>968,200</b>				<b>968,200</b>
		15.00%				
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,002,200</b>	<b>458,000</b>	<b>65,000</b>		<b>1,525,200</b>
	<b>TOTAL EXPENDITURES 2018</b>	<b>8,723,461</b>	<b>583,000</b>	<b>150,000</b>	<b>685,150</b>	<b>10,141,611</b>
	<b>TOTAL BUDGET 2017</b>	8,836,800	525,000	150,000	688,500	<b>10,200,300</b>
	Increase from 2017	-1.28%	11.05%	0.00%	-0.49%	-0.58%



**Monroe County Public Library**  
**2018 Budget: Line Item Detail Narrative**  
 Updated June 28, 2017

**OPERATING FUND**

*(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)*

<u>Line</u>	<u>Comment</u>
1120-1320	The 2018 wage projection is based on an estimated 2.74% increase in wages and benefits from the previous year budget. The allocation of the increase will depend on health insurance cost (1240).
1180	Small reserve fund set aside in order to address temporary staffing shortages.
1210	FICA = 6.2% of total wages
1220	The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2018.
1230	The rate that the library contributes for full-time employees to the Indiana Public Employees Retirement System for the employer contribution is 11.2% in 2018.
1235	The library contributes 3% of wages for full-time employees to the Indiana Public Employees Retirement System for the employee contribution.
1240	Employer contribution to health insurance is estimated at a 15% increase.
1310	Wages for temporary staff, including work-study students.
3110-3120	Consulting and engineering fees are in the budget as a placeholder.
3630	Funds allocated for equipment repair and for repair and replacement of chairs for patrons and staff.
3940	Transfer to LIRF for future facility needs.
4510-4540	Collection materials expenditures equal 15% of Operating Fund budget (including 3845 and 3846) to continue to meet State Standards for materials expenditures at the enhanced level.

---

**LIBRARY IMPROVEMENT RESERVE FUND (LIRF)**

*(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)*

- 3610           Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430           Appropriated for unexpected equipment replacement expenditures.
- 4450           Appropriated for unexpected building needs.
- 

**RAINY DAY FUND**

*(This fund derives income from unanticipated revenue from COIT and can be spent on any category allowed by the Operating Fund.)*

- 3110 - 3130   Appropriated to cover unexpected need for consultant, engineering, or legal services.
- 3610           Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4410 - 4430   Appropriated in case of unanticipated need for furniture or equipment.
- 4450           Appropriated for unexpected building needs.
- 

**DEBT SERVICE FUND**

*(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)*

- 3710           Third year payment on 2016-2018 general obligation bond.

Monroe County Public Library  
 Analysis of Actual vs Budget Revenue and Spending  
 Year end 12-31-16

	2016		
	Budget	Actual	Variance
<b>Revenue</b>			
Property Tax Receipts	5,598,164	5,554,636	(43,528)
Local Income Tax	2,026,293	2,026,293	-
Other Revenue	544,000	687,803	143,803
	<u>8,168,457</u>	<u>8,268,732</u>	<u>100,275</u>
<b>Spending</b>			
Wages and Benefits	5,616,284	5,383,718	(232,566)
Supplies	205,100	157,307	(47,793)
Other Services and Charges	1,337,800	1,063,393	(274,407)
LIRF transfer	298,000	298,000	-
Capital	998,700	971,120	(27,580)
	<u>8,455,884</u>	<u>7,873,538</u>	<u>(582,346)</u>
Surplus (Deficit)	(287,427)	395,194	682,621

Cash from Operations equals LIRF transfer (298,000) plus 2016 surplus (395,194)

## 2018 Spending Estimates

	<i>2017</i>	<i>2018</i>	<i>% Change</i>	<i>\$ Change</i>
<b>Operating Fund</b>				
Personnel Services	5,799,572	5,958,661	2.74%	159,089
Supplies	198,350	201,400		
Other Services/Charges	1,392,400	1,394,200		
LIRF transfer w/tax cap adj 48,022	426,978	167,000		
Capital	1,019,500	1,002,200		
	<b>8,836,800</b>	<b>8,723,461</b>	-1.3%	(113,339)
<b>Debt Fund</b>				
Debt Service - G.O. Bond Payment	688,500	685,150	-0.5%	(3,350)
<b>Library Improvement Reserve Fund</b>				
Contingency Appropriations	525,000	583,000	11.0%	58,000
<b>Rainy Day Fund</b>				
Contingency Appropriations	150,000	150,000	0.0%	-
<b>Total Budget</b>	<b>10,200,300</b>	<b>10,141,611</b>	<b>-0.6%</b>	<b>(58,689)</b>

## 2018 Operating Fund Revenue Estimate

<i>Revenue Source</i>	<i>2017</i>	<i>2018</i>	<i>% Change</i>	<i>\$ Change</i>
Property Tax	\$5,799,004	\$6,030,073	3.98%	\$231,069
Tax Cap adj	(\$48,022)	(\$147,717)	207.60%	(\$99,695)
Local Income Tax	\$2,198,787	\$1,978,908	-10.00%	(\$219,879)
Commercial Vehicle Excise Tax	\$42,510	\$44,226	4.04%	\$1,716
Financial Institutions Tax	\$18,023	\$12,546	-30.39%	(\$5,477)
License Excise Tax	\$323,852	\$353,931	9.29%	\$30,079
Fines and Fees	\$150,000	\$150,000	0.00%	\$0
Other Fees (Copier/PLAC)	\$25,000	\$25,000	0.00%	\$0
Interest / meeting rooms	\$8,000	\$8,000	0.00%	\$0
<b>TOTAL REVENUE</b>	<b>\$8,517,154</b>	<b>\$8,454,967</b>	-0.73%	<b>(\$62,187)</b>

## NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **303 E Kirkwood Ave.**

Notice is hereby given to taxpayers of **MONROE COUNTY PUBLIC LIBRARY, Monroe County, Indiana** that the proper officers of **Monroe County Public Library** will conduct a public hearing on the year **2018** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Monroe County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Monroe County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Monroe County Public Library** will meet to adopt the following budget:

Public Hearing Date	Wednesday, September 20, 2017	Adoption Meeting Date	Wednesday, October 18, 2017
Public Hearing Time	5:45 PM	Adoption Meeting Time	5:45 PM
Public Hearing Location	303 E Kirkwood Ave	Adoption Meeting Location	303 E Kirkwood Ave
Estimated Civil Max Levy		\$6,030,964	
Property Tax Cap Credit Estimate		\$147,717	

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0061-RAINY DAY	\$150,000	\$0	\$0	\$0
0101-GENERAL	\$8,723,461	\$6,030,073	\$0	\$5,798,147
0180-DEBT SERVICE	\$685,150	\$685,150	\$0	\$678,578
2011-LIBRARY IMPROVEMENT RESERVE	\$583,000	\$0	\$0	\$0
<b>Totals</b>	<b>\$10,141,611</b>	<b>\$6,715,223</b>	<b>\$0</b>	<b>\$6,476,725</b>

## **Recommendation to Proceed with Design Development for Ellettsville Renovation**

We have completed a number of important steps in Ellettsville renovation planning:

- ✓ Selected an architect
- ✓ Developed space program with substantial input from staff and public
- ✓ Developed a conceptual design
- ✓ Held focus group and design workshops with staff and public for feedback on conceptual design
- ✓ Conducted engineering survey of existing mechanical, site, and structural elements
- ✓ Developed schematic design based on feedback, space program requirements and requests, and engineering surveys

The schematic design addresses many needed infrastructure improvements. The architects have incorporated these required improvements as well as the library's space and service challenges in practical and creative ways while addressing solutions to issues raised by staff and focus groups. We believe their proposal will allow us to meet current needs and bring new service options to our community while substantially improving the infrastructure.

## **Budget Plan and Estimated Construction Costs**

The architects' cost estimates, detailed in the schematic design document, currently exceed the funding that the Board has dedicated to the project. Our construction budget has been identified as one million dollars.

The estimated cost to improve the infrastructure, including mechanical, electrical and plumbing, and upgrading the electrical service for the building is significant. Overall the MEP portion of the estimate is \$550,000. Additionally, the parking lot improvement and re-routing of sewer lines is estimated at around \$68,000. The overall estimated cost for the project is between \$1,125,711 and \$1,375,869, plus contingency.

We still have many tough choices and decisions to make. We have already begun identifying potential cost savings and we are working with the architects to identify alternate construction and design options to reduce costs. As the architects begin the design development phase they will incorporate the alternates into the plan so they will be part of the base bid process. This will allow the Library to make decisions on those alternates prior to approving the contract.

We have several steps ahead:

- Completing design development

- Completing construction documents
- Completing the public bid process
- Approving contractor for renovation

After the public bid process is complete, the Board will have the option of authorizing additional funding from our accrued capital savings or may choose to eliminate the alternate options.

**We recommend that the Board approve proceeding to the “design development” phase for the project as described in the schematic design and include alternate options.**



**Monroe County Public Library  
ELLETTSVILLE BRANCH LIBRARY  
RENOVATION**

**600 W. Temperance Street  
Ellettsville, Indiana**

**SCHEMATIC DESIGN**

August 1, 2017

Project #1701

**MATHEU ARCHITECTS, PC**

205 N. College Ave  
Suite 010  
Bloomington  
IN 47404

Tel. 812 339 1235

Fax 812 339 1238

[www.cmatheuarchitect.com](http://www.cmatheuarchitect.com)

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# I. INTRODUCTION

# I. INTRODUCTION

## OBJECTIVES

Monroe County Public Library has commissioned MATHEU ARCHITECTS, PC and its consultants to renovate and design a new addition for the Ellettsville Branch Library. The Library's goal is to meet current facility needs and to bring the Library up to date with current best library practices. During this second Schematic Design phase of the project, the Architect, working closely with the Ellettsville Library Building Committee, has completed the following tasks:

**A. Existing Building Conditions and Evaluation:** Matheu Architects, PC and Circle Design Group, Inc. has conducted condition surveys of the existing architectural, mechanical, electrical, and plumbing systems in the building and have made recommendations for remediation based on new and renovated building design requirements.

**B. Site Survey:** The Site/Civil Engineer, Bynum Fanyo, Inc. has prepared a property survey of the land parcel at the west end of the site, and they have researched zoning and setback requirements for the property.

**C. Design Workshops:** Matheu Architects, PC and their library consultant J R Keller LC have conducted four design workshops with Library staff and the Ellettsville community on June 21 at the Ellettsville Library.

**D. Revised Space Program:** From information gathered from the design workshops, the Architect have revised the preliminary space program which outlines existing and proposed spaces for the Library.

**E. Preliminary Code Review:** The Architect and Code Consultant, RTM Consultants, Inc., has prepared a preliminary code review.

**F. Design Narratives:** The Architect and Engineers have prepared design narratives which outline their approach to the Library renovation, new building addition, and site design.

**G. Schematic Design Drawings:** Referencing the space program and results of the design workshops, the Architect has prepared Schematic Design drawings for existing and new Library spaces, and the Site/Civil Engineer have prepared Schematic Design drawings for new site development associated with the proposed addition and for renovation of the existing parking area at the east.

**H. Preliminary Cost Estimate:** The Architect and Engineers have prepared a preliminary cost estimate for the project.

**I. Project Task Schedule:** The Architect has updated the Project Task Schedule.

## **THE PROJECT TEAM**

### **Monroe County Public Library**

#### ***Ellettsville Branch Library Renovation Building Committee***

Monroe County Library City representatives include:

Marilyn Wood: Library Director  
Jane Cronkhite: Associate Director  
Chris Hosler: Branch Strategist  
Gary Lettelleir: Finance Manager  
Jason Chandler: Building Services and Security Manager

### **Architect and Engineering Team**

#### ***Architect:***

MATHEU ARCHITECTS, PC  
205 North College Avenue  
Suite 010  
Bloomington, IN 47401

#### ***Library Design Consultant:***

JR KELLER LC  
2325 Locust St.  
Philadelphia, PA 19103

#### ***Mechanical, Electrical & Plumbing Engineers:***

CIRCLE DESIGN GROUP, INC.  
5510 South East Street  
Suite 'F'  
Indianapolis, IN 46227

#### ***Structural Engineer:***

LYNCH, HARRISON & BRUMLEVE, INC.  
550 Virginia Avenue  
Indianapolis, IN 46203

#### ***Civil Engineers:***

BYNUM FANYO & ASSOCIATES, INC.  
528 N. Walnut Street  
Bloomington, IN 47404

#### ***Code Consultant:***

RTM CONSULTANTS, INC.  
6640 Parkdale Place  
Indianapolis, IN 46254

## II. DESIGN WORKSHOPS SUMMARY

## II. DESIGN WORKSHOPS SUMMARY

### PURPOSE & PROCESS

As a means by which to test ideas for the Ellettsville Branch Library renovation design, Matheu Architects and their library consultant J R Keller LC conducted four design workshops on June 21 at the Ellettsville Library. The Architect and Library Consultant gathered ideas and opinions from the Ellettsville Library staff, adult library patrons, teens, and families with children, and the Architect documented design discussions with sketches and notes during the workshops which may be found in the Appendix to this report. Workshop participants also had the opportunity to select preferences for various types of library spaces by applying post-it stickers to images displayed by the Architect. Later that same day the Architect presented the results of the design workshops to the Monroe County Public Library Board and invited Board members to also select library images they liked.

The design workshops provided an opportunity for the Library staff and Ellettsville community to give input on how the Library may be organized to make the Library function well and to assure that the Library continues its stellar reputation as a vital and well-loved community resource. From information gathered from the workshops, the Architect has revised the Space Program which outlines both existing and new building spaces. The space program will serve as a reference throughout the design phase.

### SUMMARY OF WORKSHOP DESIGN IDEAS

#### A. MAIN READING ROOM AND SERVICE CENTER

##### ***Service Center:***

The Service Center is the hub of the Library. As such the Service Center is to be located in the atrium space which has natural light and height. The Service Center includes the service desk, new materials display, self check-out stations, the reference collection, and the business center. The service desk is centrally located in the atrium so library patrons may easily locate library staff and so staff may have views toward the entry, Children's Room, Teen Center, the Program/Meeting Room Lobby, and the adult reading area. Storage for laptops, games, and other devices that may be checked out is located near the service desk.

##### ***Computers:***

The computers are best relocated to the north side of the atrium so they are out of the direct flow of traffic through the atrium.

##### ***Seating Areas:***

In response to the different needs of Library patrons, a variety of seating areas will be provided in the main reading room and service center area. These include soft seating near the main entry, desk chairs at computers, group lounge seating in the main reading room, table seating for children with their parents/caregivers near the Children's Room, individual table and lounge seating for those who prefer solitary work and reading, seating associated with browsing new materials, and seating which may serve to promote social interaction. Conference rooms provide seating at tables for individuals and for group meetings.

##### ***Collections:***

Library staff suggested that the adult collection in the main reading room locate non-fiction at the west end of the room, fiction in the middle of the room, and DVDs and CDS at the east end of the

room. Periodicals are to be located next to the group seating area at a new bay window at the north. A new browsing and seating area called “The Internet Strip” is to be located west of the Service Center. This collection includes popular and seasonal materials and the space is to have an informal feeling.

***Study/Conference Rooms:***

The two small study rooms will remain, but a new conference room that seats 4 – 6 is to be provided. As a means by which to increase the conference room use, most people thought it best for the conference room to be located adjacent to the Teen Center. In this way teens may use the room for special programs.

**B. OPERATIONS**

***Staff Work Area:***

The removal of the existing service desks will allow for expanded “Holds” shelving accessed by the public and an expanded staff work area.

***Sorter Room:***

As a means by which to make the Sorter Room may feel less claustrophobic, a new glass wall or window is to be provided at the west wall next to Media Processing. In response to children and families, it is desirable to have an observation window in the Lobby for views into the Sorter Room. A set of child steps would allow children to see the book sorting process.

**C. TEEN CENTER**

Teens suggested that the Teen Center needs to be zoned so more noisy areas do not interfere with quiet areas. Therefore, it was thought that the video gaming area should be located to the east so that it is away from the new conference room. A quiet study/meeting room with interior windows would be located to the west. Activities in the middle of the Teen Center include a design studio, lounge seating, computers, books, a performance area, and possibly some booth/internet café seating. A sink which may serve the café and the design studio is important to include in the Teen Center.

Teens thought it would be cool to have wipe-off glass along the atrium and a wipe-off wall within the teen space.

Teens would like availability of technology and the opportunity to have video software.

**D. CHILDREN’S ROOM**

***School-Age Children’s Room:***

As a means by which to open the tall light-filled center of the existing Children’s Room for activities and seating, the book shelving is to be re-organized. Shelving is to be located under the lower ceiling areas. Adult seating is to be located at the entry to the room and associated with the parenting book and periodical collection. Informal seating and a table which may accommodate an adult working with a child is to be in the room. No computers will be in the room so these are not a distraction from other activities. Activities, such as playing board games, reading, and performing plays, will take place in the open area of the room.

***Infant/Pre-School Room:***

In this new space shelving will be located on the east wall under the clerestory windows. Mobile book carts will be located at the north and south ends of the room for easy browsing. Age-



transitional activities, such as the train, will be located towards the north end of the room. The middle of the room will serve as a play area with floor cushions, blocks, and other age-appropriate activities. Some activities which may gravitate towards the room perimeter are a puppet show theatre, a play kitchen, and one-on-one child/adult activities. Wall activities may include color felt patterns, animal pictures, and other age-appropriate activities.

***Outdoor Play Area:***

As a means by which to expand the use and programming of the Children's area, there is an opportunity to develop the outdoor space east of the Children's Room into a play area which may be accessed from the existing east door in the School Age Children's Room and a new door from the Infant/Pre-School Room. By leveling the grade and providing a patio with a retaining wall at the east edge, a well-sized play area could be provided. A metal screen with climbing plants, supported by the retaining wall, would provide a secure space and would mask views of the commercial buildings across the street.

**E. NEW PROGRAM/MEETING ROOM ADDITION**

***Program/Meeting Room:***

The Program Room is to be sized to fit approximately 125 seats. A moveable panel partition dividing the space will provide two meeting rooms when the large space is not needed. There should be direct access to a small storage room. Library staff feel that windows on the south side are desirable because they would show evidence of activity in this end of the Library. A projection screen would provide the opportunity to show films in the room. Either a wall-mounted or mobile monitor would provide additional presentation opportunities.

***Lobby:***

A Lobby will provide spill-out space from the Program/Meeting Room. In response to suggestions by adult patrons for an art display area, this space may double as a gallery for local area artists to display their work. The space may also double as an informal gathering space for Library patrons. Workshop participants liked the idea of a counter and stools located along the windows in the Lobby. Soft seating would work well in other areas of this space for social gatherings.

***Serving Kitchen:***

A small Serving Kitchen will support social gatherings and events in the new addition.

***ADA Family Restroom:***

An ADA Family Restroom will be located in the new addition for quick access from the Program/Meeting Room, especially during children's events.

***Covered Terrace and Outdoor Garden/Gathering Space:***

Program and event opportunities may be increased by providing a covered terrace and outdoor garden/gathering space at the north side of the Lobby.

# III. LIBRARY SPACE PROGRAM

### III. LIBRARY SPACE PROGRAM

Based on information gathered from the Ellettsville Library Building Committee, the Ellettsville Library staff, the Ellettsville community, and from library resources, the Architect has prepared a Space Program which outlines spaces deemed necessary for optimal functionality of the Library and for enhancement of the visitor experience.

#### BUILDING SPACE PROGRAM

##### A. Existing Building

Space	Existing Area	Proposed Area
1. Entry Lobby	342 sf	342 sf
2. Lobby Display Case	25 sf	25 sf
3. Restroom Lobby	166 sf	166 sf
4. Women's Restroom	119 sf	119 sf
5. Men's Restroom	108 sf	108 s
6. Janitor	66 sf	66 sf
7. Program/Meeting Room	845 sf	
8. New Children's Infant/Pre-School Room		845 sf
- Children's collection		
- Play area		
- Adult & child seating		
9. Children's School-Age Room	1,553 sf	1,553 sf
- Children's collection		
- Activity Area		
- Adult & child seating		
10. Serving Kitchen	64 sf	
11. New Children's ADA Restroom		64 sf
12. Program/Meeting Room Storage	83 sf	
13. New Children's Storage		83 sf
14. Reading Room Storage	56 sf	
15. New ADA Family Restroom		72 sf
16. Family Restroom	35 sf	
17. New Reading Room Storage		35 sf
18. Atrium Service Center	1,031 sf	1,031 sf
- Mobile service desk for three (3)		
- Reference collection behind desk		
- Two (2) self-check stations		
- Business Center w/fax, copier, printer		
- New materials display at entry		
- Soft seating near entry		
- Holdings shelving		

## BUILDING SPACE PROGRAM

### Existing Building, Cont'd

Space	Existing Area	Proposed Area	
19. Main Reading Room/Collections	4,915 sf	3,614 sf	
- New 82 sf Bay Window			
- Soft seating/gathering space			
- Individual work tables/desks			
- Computers			
- Popular/seasonal 'Internet Strip'			
- Adult w/children 4-top tables			
- New Materials			
20. New Teen Center		1,206 sf	
- Glassed-in quiet reading/meeting room			
- Lounge area			
- Video gaming area			
- Design studio			
- Computers			
- Young adult collection			
- Counter w/sink & microwave			
21. New Conference Room		183 sf	
- Conference table and seating for 4 - 6			
22. Media Processing	260 sf	260 sf	
23. Existing Service Desks/Work Area	485 sf		
24. New Holds/Work Area		485 sf	
- Holds shelving			
25. Staff Lounge	227 sf	227 sf	
26. Staff Work Area	231 sf	231 sf	
27. Sorter Room	207 sf	207 sf	
28. Office	116 sf	116 sf	
29. Staff Toilet	55 sf	55 sf	
30. Small Study Room #1	50 sf	50 sf	
31. Small Study Room #2	50 sf	50 sf	
32. Main Floor Mechanical Room	<u>65</u> sf	<u>65</u> sf	
 TOTAL NET AREA:	 11,154 sf	 11,258 sf	
CIRCULATION & STRUCTURE:	<u>1,066</u> sf	<u>1,044</u> sf	
<i>8.7% of Existing Gross Area</i>			
<i>8.5% of Existing and New Gross Area</i>			
 <b>TOTAL GROSS AREA EXISTING BUILDING &amp; NEW BAY WINDOW</b>		 <b>12,220 sf</b>	 <b>12,302 sf</b>

## BUILDING SPACE PROGRAM, Cont'd

### B. New West Addition

<u>Space</u>	<u>Proposed Area</u>
1. New Program/Meeting Room - 128 capacity @ 13 sf per person) - Moveable wall partition - Drop-down projection screen(s)	1,668 sf
2. New Program/Meeting Room Lobby - Window counter w/seating - Informal gathering seating - Access to outdoor event garden space	642 sf
3. New Program Room ADA Family Restroom	56 sf
4. New Program/Meeting Room Storage	45 sf
5. New Serving Kitchen - Sink & microwave	<u>64</u> sf
TOTAL NET AREA:	2,475 sf
CIRCULATION & STRUCTURE:	<u>279</u> sf
<i>10.0% of New Gross Area</i>	
<b>TOTAL GROSS AREA NEW WEST ADDITION:</b>	<b>2,754 sf</b>

## **IV. PRELIMINARY CODE REVIEW**

July 31, 2017

Kristopher Floyd  
 Matheu Architects, PC  
 205 N College Ave, Ste 010  
 Indianapolis, Indiana 47404



BUILDING CODES  
 ♦  
 FIRE PROTECTION  
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 JCAHO/CMS/HFAP

**Monroe County Public Library  
 Code Summary**

<b>Applicable Codes:</b>	2014 Indiana Building Code (IBC) General Administrative Rules, 2 <sup>nd</sup> Edition (GAR)
<b>Occupancy Classifications:</b>	Library/Assembly Spaces - A-3 Occupancy [303.4] Offices and spaces with an occupant load of less than 50 - B Occupancy (Accessory) [304.1, 303.1.2]
<b>Scope of Project:</b>	Project involves an approximately 2,500sf addition to an existing 1-story library building, and will include remodel of existing areas. The addition will include program assembly space and lobby. The addition will be separated from the existing building with a 2-hour fire wall.
<b>Applicability of Codes to the Project:</b>	Alterations and additions are permitted to an existing building without requiring the entire existing building or portions of the existing building unaffected by the proposed scope of renovation to be brought into compliance with current codes The scope of construction within the alteration and addition are required to comply with current codes [Rule 4, Section 12(b), GAR]
<b>Construction Type:</b>	Existing and new construction will be Type VB Construction
<b>Allowable Area:</b>	Tabular area: 6,000 sf [Table 503] Frontage increase: +4,500 sf [506.2] Allowable area: 10,500 sf Area of addition: 2,500 sf
<b>Fire Walls:</b>	The new addition will be separated from the existing with a 2-hour fire wall. The 2-hour fire wall between the existing building and previous addition will be maintained.
<b>Occupancy Separations:</b>	Occupancy separations are not required, based upon classification of administrative area as an accessory occupancy [508.2]
<b>Incidental Use Separations:</b>	None applicable to this project [Table 509]
<b>Occupant Load Factors:</b>	Program/Meeting Rooms 7 sf per occupant Library Reading Areas 50 sf per occupant Library Stack Areas 100 sf per occupant Office 100 sf per occupant Storage/Mechanical 300 sf per occupant
<b>Panic Hardware:</b>	Panic hardware is required for egress doors serving an occupant load of 50 or more [1008.1.10]

<b>Means of Egress:</b>	2 means of egress are required from rooms with a calculated occupant load of 50 or more, or where exceeding 75 feet common path of travel in A Occupancy spaces and 100 feet in B Occupancy spaces [1015.1]
<b>Exit Access Travel Distance:</b>	The maximum travel distance to an exterior exit is permitted to be a maximum of 200 feet [1016.1]
<b>Automatic Sprinklers:</b>	An automatic sprinkler system is not required based upon the addition area separated from the existing building with a 2-hour fire wall. [903.2.1.3]
<b>Fire Alarm System:</b>	Fire alarm system is not required based upon less than 300 occupants in the addition. [907.2.1]
<b>Smoke Detectors:</b>	Smoke detectors are required for HVAC shutdown for systems delivering in excess of 2,000 cfm [606.1, IMC]



# V. SCHEMATIC DESIGN NARRATIVES

## **V. SCHEMATIC DESIGN NARRATIVES**

### **SITE**

*Prepared by Bynum Fanyo & Associates, Inc.*

#### **A. HANDICAP ACCESS**

Handicap access to the building will be accomplished by reconstructing the concrete entrance to the building and the concrete walk on the south side. The existing parking lot asphalt pavement will need to be modified by removing some of the existing pavement and altering the slopes for the handicap spaces. The parking space along the building will then be re-striped to the Town's standards which will add one parking space.

#### **B. ADDITIONAL PARKING SPACES**

If the library would like to add additional spaces the curb at the entrance from State Road 46 could be relocated by approximately 3 feet which would provide one additional space in that area. The curb line along Sale Street could be relocated a few feet to the east and the asphalt extended to the new curb line. The lot could then be re-striped to add 2 spaces in the double-stacked parking area.

#### **C. NEW ADDITION**

The expansion is proposed to the west of the current library on a vacate lot currently owned by the library. To expand to this lot an existing public alley containing a sanitary sewer will have to be vacated. To vacate the alley the library will need to petition the Town for a vacation from the State Road 46 right of way to the north end of the vacant lot. This will allow the construction to proceed on the vacant lot and still provide access to the property north of the vacant lot. As a condition of vacating the alley the existing sanitary sewer will need to be relocated and an easement provided to the Town for the new sewer location. The sewer can be relocated by installing a new manhole over the existing sewer line at the alley and diverting the flow thru 170 feet of 8-inch SDR 35 to the east and constructing another manhole over the existing sanitary sewer near the entrance from State Road 46.

The existing alley runs approximately north and south and has a curb which diverts storm water running across the lot towards the existing library. The existing ground then drops approximately one and one-half feet on the east side of the curb to the finished floor of the library. The expansion will have to cut into the slope of the vacant lot and alley to match the existing finished floor elevation of the library. To provide proper drainage around the library the west side of the vacant lot will need to be lowered by re-grading and the storm drainage will need to be diverted to newly constructed inlets at two different locations on the vacant lot. The storm water can then be piped from the northwest side of the lot south to an inlet near the southwest corner of the library expansion and then back to the east. The east end of the new storm drainage pipe will then connect to the existing storm drain near the southeast corner of the library.

Access for deliveries on the north side of the addition could be provided by constructing an asphalt turn around on the north end of the vacant lot. This would accommodate a normal sized van but

nothing large due to the space restrictions. This has been shown on the attached drawing with the limits of the new pavement area shaded.

## **ARCHITECTURE**

*Prepared by MATHEU ARCHITECTS, PC*

The Schematic Design, for the Library's discussion and review, includes the following changes and additions to the existing building:

### **A. MAIN LIBRARY ROOM**

#### ***Service Center:***

A new two or three-station mobile service desk will be centrally located in the atrium. The desk will be configured to allow for views toward the entry doors, Business Center, Children's Room, and Teen Center. Two self-checkout stations, holding shelves, new materials display, and some soft seating will be located to the east of the service desk near the entry point.

Reference book shelving will be located within near proximity of the service desk.

The existing carpet in the atrium will be replaced with a washable floor finish, such as VCT or vinyl plank flooring. Existing wall and ceiling finishes will remain.

#### ***Business Center:***

The Business Center will be located to the west of the Service Desk as a means by which staff may easily provide assistance to library patrons using the printers, fax machine, copier, and other equipment.

The existing carpet in the atrium will be replaced with a washable floor finish, such as VCT or vinyl plank flooring. Existing wall and ceiling finishes will remain.

#### ***Computers:***

Existing computer stations will be relocated to the north side of the atrium where they will not be in the path of atrium foot traffic.

Existing carpet, wall, and ceiling finishes will remain.

#### ***'The Internet Strip':***

A comfortable seating and shelving area for library patrons to browse popular materials, such as seasonal publications and graphic novels, will be located to the west of the Service Center.

Existing carpet in this area will be replaced with a washable floor finish, such as VCT or vinyl plank flooring. Existing wall and ceiling finishes will remain.

#### ***Group Reading Area:***

As a means by which to capture views of the community park and natural light at the north side of the Library, a new large bay window tucked under the existing eave will be added to the north wall of the main reading room. A soft seating area and individual study tables located in this area will capitalize on the views and natural light.

In response to public input to permit beverages and food in this area, the floor finish will be changed from the current carpet to a washable floor finish, such as vinyl plank flooring or VCT.

Existing wall and ceiling finishes will remain.

#### ***ADA Family Restroom and Storage Room:***

The existing Family Restroom and Storage Room will be flipped as a means by which to gain enough space for the new Family Restroom to be ADA compliant.

Floor and wall finishes will be porcelain tile. Ceiling finish in the Restroom will be suspended acoustical tile. The existing ceiling finish in the Storage Room will remain.

## **B. OPERATIONS AREA**

### ***Staff Work Area:***

The existing service desks area will be changed into a work area and a Holds area.

The existing floor and wall finishes will remain.

### ***Sorter Room and Media Processing:***

As a means by which to make the Sorter Room feel less claustrophobic, a new half glass partition will be provided between the Sorter Room and the Media Processing area. In response to the public's interest in observing the Sorter Room equipment in action, a new observation window and child steps will be provided in the wall between the Sorter Room and the Lobby.

The existing floor finish will remain. Walls in the Sorter Room will be painted. The east wall of Media Processing will be painted.

## **C. CONFERENCE ROOM**

A new Conference Room to serve 4 – 6 patrons will be located at the southwest end of the atrium. A glass partition wall along the north edge of the room will provide light and security for the room. The floor finish will be carpet. The walls will be painted. The ceiling will be suspended acoustical tile.

## **D. TEEN CENTER**

A new Teen Center will be located at the southwest edge of the atrium next to the Conference Room. A full glass partition will separate this space from the main library room, providing acoustical separation and visibility from the rest of the library. In response to teen requests, the room will include a comfortable lounge area, a video gaming area, a design studio with access to water, computers, book shelving, and a glassed-in quiet study/meeting room. If possible, during the furniture selection phase, it should be determined if there is adequate space to also include booth seating, so the space may feel like a café. A performance area is also desirable if there is space available. Wash-off walls and glass will be considered for the space.

The floor will be a washable finish, such as VCT or vinyl plank flooring. Walls will be painted. The ceiling will be suspended acoustical tile.

## **E. CHILDREN'S AREA**

### ***School-Age Children's Room:***

Existing shelving will be rearranged as a means by which to provide an open area in the middle of the room under the high ceiling for children's activities. Shelving will be relocated so they are aligned with the existing bulkheads in the room.

Existing floor, wall, and ceiling finishes will remain.

### ***Infant/Pre-School Children's Room:***

The existing Program/Meeting Room will be changed to a new Infant/Pre-School Children's Room. Associated with this area will be a new ADA Children's Restroom, which will replace the existing Kitchen, and a new Children's Storage Room where the Program Room Storage is currently located. New large sliding glass doors will separate the School-Age from the Infant/Pre-School Children's Rooms and will serve as an acoustical barrier during those times when a special program is held in one of the rooms.

The floor finish will be carpet. Walls will be painted. The ceiling will be suspended acoustical tile.

## **F. NEW WEST ADDITION**

A new 2,672 square feet addition is proposed for the west end of the existing building. The addition will be compatible with the existing building with the use of limestone veneer and standing seam metal roofing. The gable roof will also take its cue from the existing building. The south face of the proposed addition will align with the south face of the existing building. Not only will this capitalize on the available site, but it will allow un-built space at the north end of the site to be available for a future addition if this were ever needed for the Library.

The new west addition includes the following spaces:

### ***Program/Meeting Room:***

A new Program/Meeting Room will be sized to seat 125 – 130 people for presentations. The room will have bay windows facing south to provide natural light and to provide a lively exterior to the building in keeping with the existing exterior south façade. Light darkening roller shades are to be provided on these windows. There will be a moveable panel partition which will allow the room to be divided into two smaller meeting rooms. An automatic roll-down projection screen will be located on the west wall, and if desired by the Library, an AV monitor or projection screen may be accommodated on the north wall of the east end of the room. The floor will have a washable finish, such as VCT or vinyl plank flooring. The walls will be painted. The ceiling finish will be suspended acoustical tile.

### ***Lobby:***

A Lobby will be located immediately north of the Program/Meeting Room. The Lobby will open onto a covered terrace and outdoor garden/events area to the north. The Lobby is intended to provide a spill-out space for program events, additional event setup space, as well as an informal gathering space for Library patrons during non-event times. A counter with stools will be located along the window wall, and comfortable soft seating should be provided in the space to encourage social interaction among library patrons. The south wall of the space will have a picture rail so the Lobby may also serve as a gallery featuring local artists' work, a feature identified as desirable by library patrons during the focus group meetings. The floor will have a washable finish, such as VCT or vinyl plank flooring. The walls will be painted. The ceiling finish will be suspended acoustical tile.

### ***Serving Kitchen:***

A Serving Kitchen with a sink and microwave will be located at the west end of the Lobby. If an event is to be catered, setup may be done in the Lobby or in the Program/Meeting Room. The floor will have a washable finish, such as VCT or vinyl plank flooring. The walls will be painted. The ceiling finish will be suspended acoustical tile.

### ***ADA Family Restroom:***

An ADA Family Restroom will be located at the west end of the Lobby next to the Serving Kitchen. Interior floor and wall finishes will be porcelain tile. The ceiling finish will be suspended acoustical tile.

## **STRUCTURAL**

*Prepared by Lynch, Harrison, & Brumleve, Inc.*

### **A. OWNER'S REQUIREMENTS**

Areas of future expansion have not been identified by the Owner and Architect at this time.

### **B. LOAD AND ANALYSIS CRITERIA**

#### ***Soil Conditions:***

A Geotechnical Investigation will begin soon at the project site. The current Narrative is based upon the characteristics of the soils expected in this area and recommendations that are expected to be made in the Report.

#### ***Live Loads:***

1. Roof (Snow): 25 PSF + drifting snow
2. Dead Loads
  - Weight of roof as determined by systems selected.
  - Mechanical piping and ductwork allowance of 3 PSF.
  - Electrical equipment allowance of 2 PSF.
  - Ceiling allowance of 5 PSF.

#### ***Lateral Loads:***

1. Wind for Primary System (International Building Code).
  - Basic Wind Speed: 115 MPH
  - Exposure: B
  - Importance Factor I: 1.15
  - Internal Pressure Coefficient, GC<sub>pi</sub>: +/-0.18
  - Building Category: III
  - Seismic: Per Code Requirements

### **C. STRUCTURAL SYSTEM CRITERIA**

#### ***Concrete:***

1. Foundations: 4000 PSI, normal weight
2. Slabs on Grade: 4000 PSI, normal weight
3. Reinforcing Steel
  - Reinforcing Bars: ASTM A615, Grade 60
  - Welded Wire Fabric: ASTM A185

***Structural Steel :*** ASTM A992, Grade 50

1. Tube Sections: ASTM A500

### **D. PROPOSED SYSTEMS**

#### ***Foundations:***

1. A Geotechnical Investigation will begin soon at the site. The foundation design will be based on the recommendations within the Report. It is anticipated that the soils at the site will predominantly consist of soft clays with relatively light bearing capacity. Undercutting of soft soils may be required to reach acceptable materials. Grade can then be reestablished with compacted granular fill. We anticipate a relatively high water table.

2. Based on these assumptions, we anticipate the foundation for the new construction will consist of reinforced concrete pads at all column locations. The perimeter foundation wall footings will be reinforced concrete poured integrally with the column footings. The perimeter foundation walls will be reinforced concrete block built-up from the continuous wall footings. Continuous, rigid insulation will be positioned against the foundation walls. All perimeter foundations will be located below frost. Interior footings will be nominally below the floor slab.
3. All slabs on grade will be 4" thick with welded wire fabric for crack control. The slabs will be thickened under all interior masonry walls. The slabs will be cast on a 6" layer of granular drainage fill and a 15 mil vapor barrier.
4. All foundation excavations will be properly backfilled and compacted.
5. The foundation and basement will likely have a continuous foundation drain.

***Framing:***

1. The roof structure for the addition will consist of a combination of structural steel beams and columns along with load-bearing wood frame walls. The roof system will consist of either prefabricated wood roof trusses supporting wood roof deck or laminated beams supporting laminated wood roof deck. The evolution of the architectural design will define the specific materials and whether the structural framing members will be exposed. All roof framing will be sloped for positive drainage where possible.
2. Lateral loads in the new construction will be resisted by the use of shear walls.
3. All above grade exterior masonry walls will be reinforced with grouted block cores.

## HEATING, VENTILATING AND AIR CONDITIONING

*Prepared by Circle Design Group, Inc.*

### Applicable Mechanical Codes

- Fire Prevention and Building Safety Commission
- Indiana Building Code (IBC), 2014, consisting of:
  - (1) International Building Code, 2012
  - (2) Indiana Amendments
- Indiana Electrical Code (IEC), 2009, consisting of:
  - (1) NFPA 70, National Electrical Code, 2008
  - (2) Indiana Amendments
- Indiana Mechanical Code (IMC) 2014 consisting of:
  - (1) International Mechanical Code 2012
  - (2) Indiana Amendments
- Indiana Energy Conservation Code (IECC) 2010, consisting of:
  - (1) American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. Standard 90.1, 2007 Edition
  - (2) Indiana Amendments (ANSI ASME A17.1, 2007 Edition)

### HVAC SYSTEMS

Two (2) 20 ton Air Handling Units serving existing area served by seven (7) existing gas fired/electric cooling units in Penthouse. New air handling units shall serve existing spaces and new addition to the facility. Each unit shall be double wall factory packaged variable volume, draw thru type. Unit shall be selected with a maximum face velocity of 500 FPM. Provide with the following components.

- Direct drive plenum fan with variable frequency drive sized for 3-inch total static pressure.
- DX Cooling Coil - Coil to be selected for a maximum face velocity of 450 FPM; 55°F leaving air temperature.
- Filter 4" MERV-13 throwaway with 2" MERV-8 throwaway pre-filters.
- Outside air will be ducted from the outside supplied into the AHU room from an exterior louver.
- Supply ductwork from the air handling unit to the variable volume terminal units to be constructed per SMACNA manual for 3-inch static pressure, designed for a maximum of 2000 FPM
- Heating water preheat coil
- The DX cooling coil shall be piped to a remote air cooled condensing unit mounted on grade. The condensing units will be selected to operate to 95°F ambient air temperature.

### EXHAUST SYSTEMS

New Restroom Areas: Provide spun aluminum, belt driven, exhaust fan suitable for a commercial hood. Route the duct from the hood connection to the exhaust fan and to the exterior louver. All ducts to be sized for a maximum velocity of 1500 FPM.



## HEATING SYSTEM

Heating Coils - consisting of heating water coils in the VAV terminal units of the supply air system.

All pre-heat water coils shall be provided in AHU.

Provide forced-flow cabinet heaters with electric heating coils in all vestibules with exposed exterior walls.

Heating water system shall consist of a high efficiency condensing boiler with distribution pumps and piping circuit.

## PUBLIC SPACE AIR DISTRIBUTION

A medium pressure primary duct system will serve pressure independent variable volume terminal units depending on the area served.

Supply ductwork downstream from VAV terminal units shall be low pressure construction (2-inch static pressure), lined with 1-inch thick liner. Supply ductwork downstream of VAV terminal units to be constructed per SMACNA for 2-inch static pressure. Designed for a maximum of 700 FPM or 0.075 inch per 100 feet pressure drop (whichever produces the largest duct size).

Round branch ducts serving individual diffusers to have external insulation, 1-1/2 inch thick blanket fiberglass, 3/4 lb. density with aluminum foil vapor barrier.

Provide a maximum length of 5-foot of flexible duct for connection to each diffuser, insulated, with pressure rating suitable for the pressure intended.

## DUCTWORK AND ACOUSTICAL LINER

Ductwork - Per SMACNA construction standards for the velocity and pressure involved.

All ductwork shall be galvanized sheet metal. All duct shall be either lined or externally insulated.

Acoustical Liner - As a minimum, provide internal acoustical liner in accordance with the following requirements:

- Line toilet exhaust systems for the first 15-feet upstream from the inlet of the exhaust fan with 1-inch thick material, and the first 10 feet upstream of an exterior louver.
- Line all supply ducts with 1" thick material.
- Line all return ducts with 1" thick material.
- All acoustical liner shall be the thickness indicated above, semi-rigid 3 pound per cu. ft. density acoustical insulation, with erosion and organic growth resistant coating similar to Schuler "Tufskin", applied in accordance with manufacturer's instructions.

Flexible Connections: Provide canvas, flexible connection at inlet and discharge of each fan.

High Efficiency Gas fired boiler shall be vented with CPVC direct vent material.

Insure cleanliness of the ductwork by covering all openings during construction.

#### Supply Duct Sizing:

- Low-pressure supply duct mains from air handling units shall be sized for maximum of 1500 FPM or 0.075 inch W.G. pressure drop per 100 feet, whichever produces the larger duct size.
- Medium-pressure supply duct mains upstream of terminal boxes shall be sized for a maximum of 2000 FPM or 0.25-inch W.G. pressure drop per 100 feet, whichever produces the larger duct size.

#### PIPING AND VALVES

Provide complete system, including valves, fittings, supports, anchors, guides, etc. as required.

All pipe, valves and fittings shall be rated to exceed the pressures involved.

Condensate drainage piping shall be ASTM B-88, Type L drawn-temper (hard) copper tubing with soldered joints.

Refrigerant piping shall be ASTM B-280, Type ACR drawn-temper (hard) copper tubing with brazed joints.

#### PIPE INSULATION

Condensate Drain Piping - When inside equipment rooms, running across floor to a drain, no insulation is required; in other locations, provide 1-inch thick fiberglass molded pipe covering, dual temperature with vapor barrier jacket.

Refrigerant Piping 1-1/2 inch thick elastomeric foam, ASTM C-534, Type I complying with ASTM E-84 flame spread and smoke developed requirements.

#### VIBRATION ISOLATION

Air Handling Units - Open steel springs, 2-inch deflection mounted on a factory fabricated steel internal motor and fan base.

All spring isolators to be provided with neoprene pads, separating the isolator from the base.

Unspecified Requirements - Any equipment or piping not specified herein shall be isolated in a manner equal to similar equipment or piping which is specified.

Suspended Fans and Split-DX Evaporators - Spring isolated, 1-inch minimum deflection.

Split-DX Condensing Units and Condensers - Neoprene pad isolators on equipment supports (roof mounted) or concrete pads (ground mounted).

## TEMPERATURE CONTROLS

Furnish, install and commission a complete automatic Direct Digital Control System including:

- A distributed micro-processor based Building Automation System (BAS) which shall include a central computer complete with graphics display, all necessary software, Operator terminals, a network of microprocessor based remote field panels (RFP) and instrumentation as necessary for the required monitoring and control.
- Direct Digital Control (DDC) controllers which will be integrated with the BAS to form a centralized monitoring and control system having a single Operator Interface.
- Documentation, as necessary for the Owner shall be substantially independent of the Subcontractor for software modifications, database changes, additions and deletions, the maintenance of field instrumentation, dampers valves and actuators and the trouble shooting and partial maintenance of the remote field panels, Operator terminals, computer and other devices.
- Training of the operation/maintenance staff.
- Power supplies, conduit, wiring, sleeves, tubing, access doors, local panels and all other components as required for a fully functioning BAS.
- 24 volt electric actuators shall be provided for all valves and dampers. All wiring to these actuators shall be provided by the BAS Contractor.
- Other systems such as Security, Fire Alarm, and Lighting Control may be monitored and interfaced with the BAS.

Variable-Air-Volume Air Handling Unit: Unit shall have a microprocessor based controller which shall control the unit in a stand-alone mode and in conjunction with the BAS. The control panel shall have a human interface panel with a 2-line by 40-character clear English LCD display and a 16 button keypad for monitoring, setting, editing and controlling.

This controller shall perform the following Air Handling Unit and Remote Air Cooled Condensing Unit control strategies and provide operation monitoring, diagnostics and status reports.

- Night Setpoint Temperature Control.
- Optimal Start-up.
- Occupied Mode:
  - ▶ The outside air intake damper shall open and minimum outside air shall be maintained by sending a signal from the ventilation control module (flow measuring station) to the modulating minimum outside air dampers.
  - ▶ The supply fans shall start at 0% and slowly ramp up to speed through their variable speed drives. The supply fans' variable frequency drive shall be controlled from 100% speed to minimum allowable speed to maintain duct pressure.
  - ▶ The compressors and control valves shall be staged to maintain a 52°F. supply air discharge temperature (adjustable).
  - ▶ If the enthalpy of the outside air is appropriate to use for "free" cooling, the air side economizer cycle shall be activated to satisfy the supply air setpoint. Mechanical cooling shall be cycled on as necessary. The relief air dampers shall be modulated to maintain a slightly positive building pressurization with relation to the outside.
  - ▶ During winter operation, if the mixed air temperature is below the 54°F. supply air temperature setpoint (adjustable), the electric heating coil shall be staged to maintain supply air temperature setpoint. Mechanical cooling shall be locked out

during electric heating operation.

- Timed Override
- Coastdown Mode
- Shutdown Mode
- Space Pressure Control.
- Minimum Outdoor Air Control using an air flow measuring station.

If smoke is sensed in the return air stream, the unit shall shut down, an alarm shall be sent to the fire alarm system.

#### VARIABLE AIR VOLUME SYSTEM SPACE TEMPERATURE CONTROL

Pressure Independent Direct Digital Controlled Variable Volume Air Valves - Each with room sensor to vary the air flow down to a predetermined adjustable minimum quantity.

After primary air has been closed to its minimum position, on a further drop in space temperature the heating water coil will be controlled to maintain space temperature.

#### TOILET EXHAUST FANS

Toilet exhaust fans shall run continuously.

Public toilet exhaust fan shall be controlled from the BAS.

#### SOUND LEVELS

Sound levels shall be in accordance with ASHRAE recommendations within occupied areas and will not exceed the following: All Areas - NC-30.

#### DESIGN CONDITIONS

Outside:

Summer: 92°F, dry bulb/75° F. wet bulb.

Winter: (-10F.) dry bulb.

Public Areas & Guestrooms - Inside Public Areas & Guestrooms:

Summer: 74° F. dry bulb/50% relative humidity.

Winter: 70° F. dry bulb.

Ventilation (Outside Air): All Area: as described in 2012 International Mechanical Code Table 403.3 for occupancy type.

#### TEST AND BALANCE

All air and water systems (including domestic hot water recirculation) shall be tested and balanced by an independent TAB Contractor.

#### DEMOLITION

Seven gas fired / electric cooling DX split systems and appurtenances shall be removed complete.

Ductwork in penthouse shall be removed to a point where the ducts pass through Penthouse wall. Existing controls and piping associated with above described system shall be removed.

## **ELECTRICAL**

*Prepared by Circle Design Group, Inc.*

### **Applicable Electrical Codes**

- Fire Prevention and Building Safety Commission
- Indiana Building Code (IBC), 2014, consisting of:
  - (1) International Building Code, 2012
  - (2) Indiana Amendments
- Indiana Electrical Code (IEC), 2009, consisting of:
  - (1) NFPA 70, National Electrical Code, 2008
  - (2) Indiana Amendments
- Indiana Mechanical Code (IMC) 2014 consisting of:
  - (1) International Mechanical Code 2012
  - (2) Indiana Amendments
- Indiana Plumbing Code (IPC), 2012 Edition, consisting of:
  - (1) International Plumbing Code 2006 Second Printing
  - (2) Indiana Amendments
- Indiana Energy Conservation Code (IECC) 2010, consisting of:
  - (1) American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. Standard 90.1, 2007 Edition
  - (2) Indiana Amendments (ANSI ASME A17.1, 2007 Edition)
- Indiana Fire Code (IFC), 2014, consisting of:
  - (1) International Fire Code, 2012
  - (2) Indiana Amendments

### **ELECTRICAL SERVICE**

The electrical service is derived from a pad mounted Duke Energy utility transformer and terminates in the mezzanine level equipment room. The service is rated at 800A, 120/240V, single phase, 3 wire.

An 800A, 120/240V, single phase, 3 wire fused panel with main circuit breaker and branch circuit fusible switches are provided which serve branch panelboards in the same equipment room. One branch panelboard serving mechanical loads is rated at 400A. Three other branch panelboards which serve lighting, receptacles and miscellaneous small power loads are rated at 225A. An additional electrical service will be provided derived from a new Duke Energy utility transformer. The new service will be rated at 400A, 120/208V, 3 phase, 4 wire. The service will be terminated in a new 400A, 120/208V, 3 phase, 4 wire distribution panelboard located in the mezzanine level equipment room. This new distribution panel will serve new HVAC air handlers located in the equipment room and condensing units located in the ground level outdoor equipment enclosure.

### **BRANCH CIRCUITS AND WIRING DEVICES**

Existing floor boxes currently serving the service desk area and business center islands will be removed as required to facilitate the new furniture plan.

New floor boxes with 20A receptacles will be provided at locations to include new service desk area, business center, computer stations and conference room table per new furniture plan. In the new addition, 120 volt duplex receptacles will be provided throughout the building for general maintenance in common areas and in locations as determined for owner's use and as coordinated with furniture and equipment. Special outlets will be provided for specific equipment as required by the owner.

Branch circuits will be served from existing branch panelboards located in the mezzanine equipment room.

Wiring methods for branch circuits will include copper wire in EMT conduit and Type MC (metal clad flexible cable with copper conductors) where concealed within walls or above ceilings.

### LIGHTING SYSTEMS

In the renovated area for the Teen Center and in the new addition, 2x4 direct/indirect LED lay in fixtures will be utilized for common spaces and restrooms.

LED recessed down lights and wall washer type fixtures will be provided to highlight lobby areas. Accent lighting will be coordinated with interior design for the meeting room lobby.

In new meeting rooms, a combination of pendant mounted LED linear fixtures with up and down lighting and LED recessed down lights will be provided.

In meeting and conference rooms LED fixtures will have lighting control capable of dimming fixtures for preset scenes corresponding to presentation, conference and other room activities as directed by the owner.

Occupancy/Vacancy sensors will be utilized in the new addition restrooms, meeting rooms and common spaces to reduce energy consumption when the spaces are unoccupied. New lighting installation will be designed to comply with the current Indiana Energy Code (based on ASHRAE 90.1).

Emergency exit and egress lights with LED lamps and integral battery packs will be placed throughout the building to provide code required exit passage light levels and guide occupants to the exits in the case of a power outage.

Exterior lighting for the new porch and garden areas as directed by owner will consist of LED light fixtures controlled by a combination of photocell and timeclock.

### FIRE ALARM SYSTEM

Fire alarm devices will include duct detectors for all air handling systems over 2,000 CFM.

Annunciation devices (horn/strobe units and strobe only units) will be placed throughout renovated and new addition areas to provide ADA required sound and candela levels in the event of an alarm.

New fire alarm devices will be connected to the existing fire alarm control panel.

#### TELE DATA SYSTEM

The electrical documents will locate tele-data boxes throughout the spaces per specific Owner request and the design teams recommendations. Rough-ins will consist of a recessed box with a 1" conduit turned out above accessible ceilings.

Provision for data outlets will be provided in new floor boxes provided at locations to include new service desk area, business center, computer stations and conference room table per new furniture plan.

Data devices, wiring, terminations and testing are not included in this scope. It is anticipated that the Owner will contract directly with a tele/data contractor for this design and installation.



## **PLUMBING**

*Prepared by Circle Design Group, Inc.*

### **Applicable Plumbing Codes**

- Fire Prevention and Building Safety Commission
- Indiana Building Code (IBC), 2014, consisting of:
  - (1) International Building Code, 2012
  - (2) Indiana Amendments
- Indiana Electrical Code (IEC), 2009, consisting of:
  - (1) NFPA 70, National Electrical Code, 2008
  - (2) Indiana Amendments
- Indiana Mechanical Code (IMC) 2014 consisting of:
  - (1) International Mechanical Code 2012
  - (2) Indiana Amendments
- Indiana Plumbing Code (IPC), 2012 Edition, consisting of:
  - (1) International Plumbing Code 2006 Second Printing
  - (2) Indiana Amendments
- Indiana Energy Conservation Code (IECC) 2010, consisting of:
  - (1) American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. Standard 90.1, 2007 Edition
  - (2) Indiana Amendments (ANSI ASME A17.1, 2007 Edition)
- Indiana Fire Code (IFC), 2014, consisting of:
  - (1) International Fire Code, 2012
  - (2) Indiana Amendments

### **WATER SUPPLY**

The water supply valve box is located on site at the southeast corner near the main entrance. The water supply does not rise within the building before distribution, which means it does not have a backflow preventer on the service as currently required by code. The water service is presumed to be 1 ½" or 2". The domestic water demand for the proposed new restrooms is not significant enough to require a new water service therefore the existing water service will remain. Domestic cold water will extend from the existing restrooms to serve the proposed restroom and kitchenette plumbing fixtures.

All new domestic piping will be type L copper with solder or press fittings and covered with 1" fiberglass insulation.

Existing electric water heaters, one (1) located in the mezzanine and one (1) above ceiling at the staff restroom, are in fair condition and will be reused. A new 10 gallon electrical water heater will be located in the proposed addition to serve plumbing fixtures in the restroom and kitchenette.

### **SANITARY WASTE AND VENT**

The existing sanitary waste and vent system is concealed and presumed to be cast iron. There are no reports of system failures therefore all new restrooms in the remodeled area will be

connected to the existing system. Saw cut and patch of slab will be required to connect the proposed remodel restrooms. The existing system will be scoped and flushed to ensure there are no compromised sections of pipe.

A separate sanitary waste system will be installed for the expansion with a separate sewer connection to the municipal system.

All new sanitary waste and vent piping will be schedule 40 PVC with solvent glue joints except where pipe is exposed in return air plenums. All piping in return air plenums will be schedule 40 CPVC plenum rated.

#### PLUMBING FIXTURES

Plumbing fixtures in the existing restrooms will remain. Proposed plumbing fixtures for the remodel area and expansion shall be as followings:

- Floor mounted china water closets with manual flushvalves.
- Counter mounted self-rimming china lavatories with manual faucets.
- Counter mounted self-rimming stainless steel sink with manual faucet.

#### STORM WATER SYSTEM

Rainwater is conveyed to the site storm sewers for the existing building by way of gutters and downspouts as well as roof drains and internal piping. System appears to be in good working order.

The expansion will incorporate gutters and downspouts with extension to site storm system by civil design. No new internal storm drainage system is anticipated.

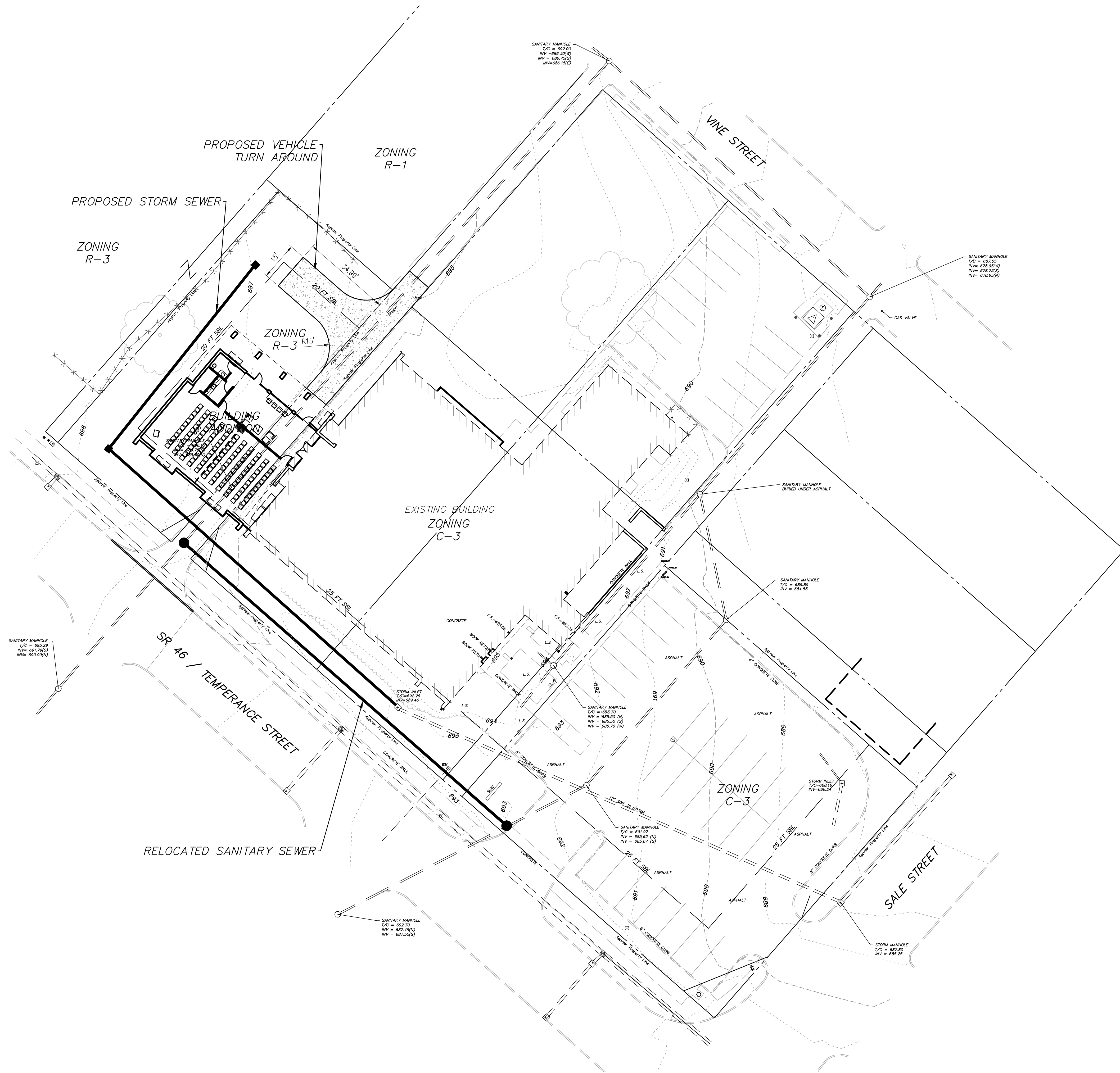
#### NATURAL GAS SYSTEM

Natural gas meter is located in the exterior service yard near the northeast building corner. The proposed HVAC heating load will likely require an upsize of the meter. All gas piping from the meter to mezzanine equipment will be upsized to handle the proposed load.

All natural gas piping will be schedule 40 black steel with threaded fittings.

## **VI. SCHEMATIC DESIGN DRAWINGS**

Referencing the space program and results of the design workshops, the Architect has prepared Schematic Design drawings for existing and new Library spaces, and the Site/Civil Engineer has prepared Schematic Design drawings for site development around the new proposed addition and for renovation of the existing parking area.



### GENERAL LEGEND

---	PROPERTY LINE
---	PROPERTY LINE
XXX/XXX	DEED BOOK AND PAGE
T.B.R.	TO BE REMOVED
T.R.U.	TO REMAIN UNDISTURBED
X' SBL	SETBACK LINE
♿	PROPOSED ACCESSIBLE PARKING SPACE
S.S.E.	SANITARY SEWER EASEMENT
G.E.	GAS EASEMENT
W.L.E.	WATER LINE EASEMENT
E.E.	ELECTRIC EASEMENT
D.E.	DRAINAGE EASEMENT
U.E.	UTILITY EASEMENT

### SITE LEGEND

(A)	PROPOSED ROAD BITUMINOUS PAVING
(A1)	PROPOSED HEAVY DUTY ROAD BITUMINOUS PAVING
(W)	PROPOSED ALL-PURPOSE TRAIL BITUMINOUS PAVING
(C)	PROPOSED REINFORCED CONCRETE PAVING
(F)	PROPOSED CONCRETE SIDEWALK
(F1)	PROPOSED MONOLITHIC CURB AND SIDEWALK
(PP)	PROPOSED CITY OF BLOOMINGTON STANDARD ROAD PAVEMENT PATCH
(13)	PROPOSED 6 IN. STANDING CURB
(15)	PROPOSED 6 IN. CONCRETE CURB AND GUTTER
(R1)	PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE G
(R2)	PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE A
(R3)	PROPOSED SIDEWALK ACCESSIBLE RAMP TYPE H
(R4)	PROPOSED SIDEWALK ACCESSIBLE RAMP TYPE K
(R5)	PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE E
(21)	PROPOSED SOLID WHITE 4 IN. WIDE PAINTED PAVEMENT MARKING
(29)	PROPOSED SOLID WHITE 12 IN. WIDE PAINTED CROSS HATCH PAVEMENT MARKING - SPACED AT 5 FT. O.C. IN LIMITS SHOWN
(20)	PROPOSED SOLID BLUE 4 IN. WIDE PAINTED ADA PARKING MARKING
(36)	PROPOSED SOLID THERMOPLASTIC WHITE 24 IN. WIDE STOP BAR PAVEMENT MARKING
(38)	PROPOSED SOLID WHITE THERMOPLASTIC 24 IN. WIDE CROSSWALK PAVEMENT MARKING - 24 IN. SPACING
(R1-1)	PROPOSED INDOT 30 IN. x 30 IN. ROAD STOP SIGN
(RW)	PROPOSED REINFORCED CONCRETE RETAINING WALL AND RAILING - REFER TO STRUCTURAL DRAWINGS FOR MORE DETAILS
(XX)	PROPOSED NUMBER OF PARKING SPACES PER LOT
(B)	PROPOSED BOLLARD
(S)	PROPOSED CONCRETE STAIRS SPACED 4 FT. O.C. MIN. AS REQUIRED. STEP HEIGHT VARIES. 7 IN. MAXIMUM. REFER TO GRADING PLAN FOR MORE INFORMATION
(S1)	PROPOSED WOOD STAIRS TO 2ND FLOOR AS REQUIRED. RISER HEIGHT VARIES. REFER TO GRADING AND ARCHITECTURAL PLANS FOR MORE INFORMATION
(BP)	PROPOSED BIKE PARKING AREA WITH CONCRETE PAD, REFER TO TYPICAL SIDEWALK CONCRETE DETAIL - REFER ALSO TO LANDSCAPE AND ARCHITECTURAL PLANS FOR ADDITIONAL DETAIL AND FOUNDATION INFORMATION
(PB)	PROPOSED CONCRETE PARKING BUMPER BLOCK, 7 FT. LONG

**PRELIMINARY PLAN  
NOT FOR CONSTRUCTION**

SCALE: 1"=20'

**NOTE TO CONTRACTOR**

CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS & DEPTHS AND NOTIFY ENGINEER OF ANY INACCURACIES IN LOCATION OR ELEVATION OR ANY CONFLICTS PRIOR TO & AFTER ANY EXCAVATION. NO PAYMENT SHALL BE MADE TO CONTRACTOR FOR UTILITY DESTRUCTION OR UNDERGROUND CHANGES REQUIRED DUE TO CONFLICTING ELEVATIONS.

revisions:

**BBB**  
BYNUM FANYO & ASSOCIATES, INC.  
ARCHITECTURE  
CIVIL ENGINEERING  
PLANNING  
Bloomington, Indiana  
(812) 339-2990 (Fax)

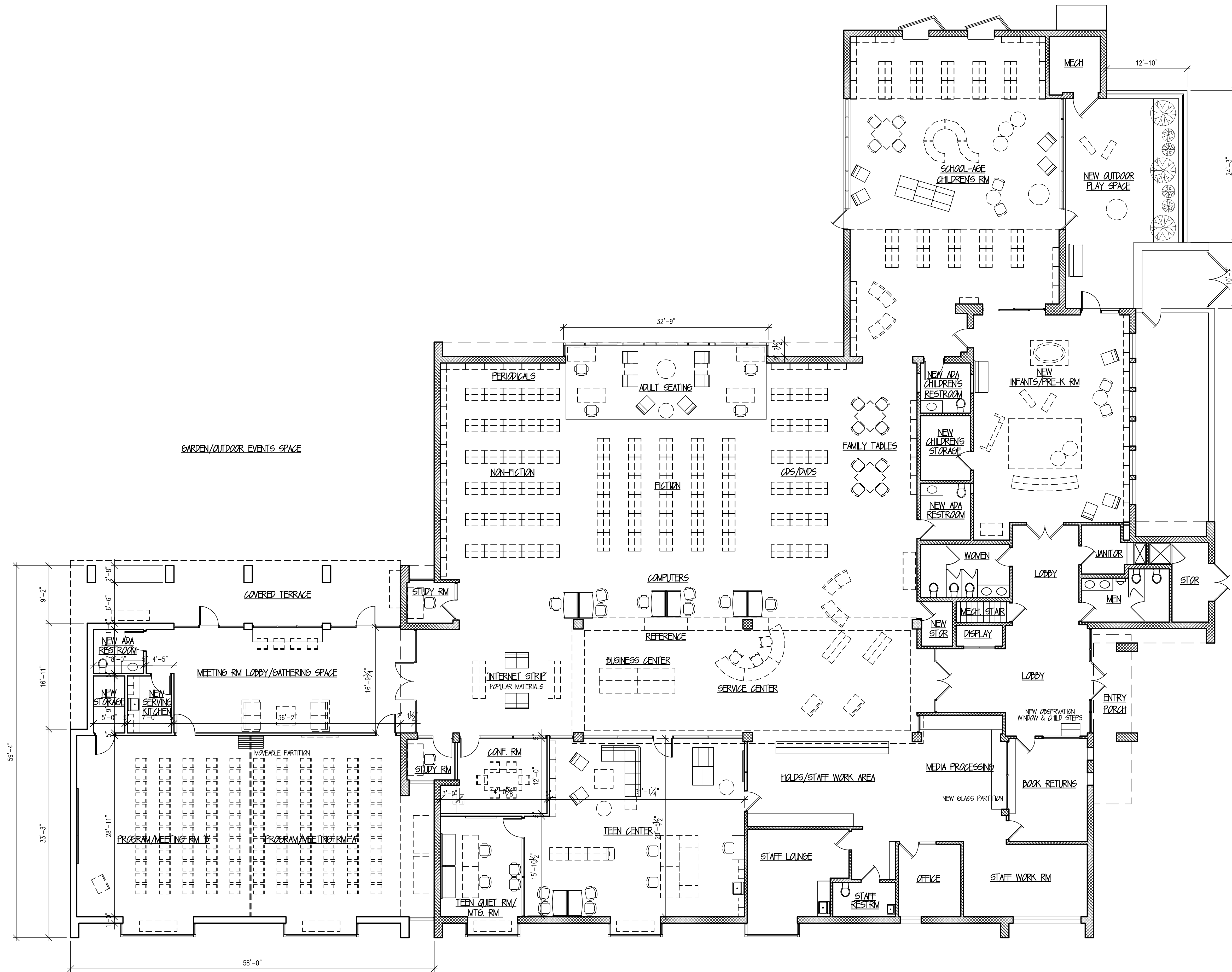
528 north walnut street  
(812) 332-8030

certified by:

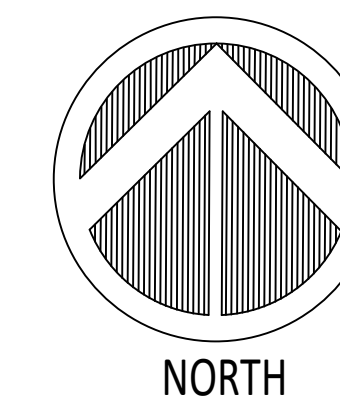
**PROPOSED  
MONROE COUNTY PUBLIC LIBRARY  
ELLETTSVILLE BRANCH EXPANSION  
600 WEST TEMPERANCE STREET  
ELLETTSVILLE, INDIANA**

title: SITE PLAN

designed by: XXX  
drawn by: XXX  
checked by: XXX  
sheet no.: C301  
project no.: 401732



1 FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



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**Matheu Architects, PC**

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ADDITION & RENOVATION**

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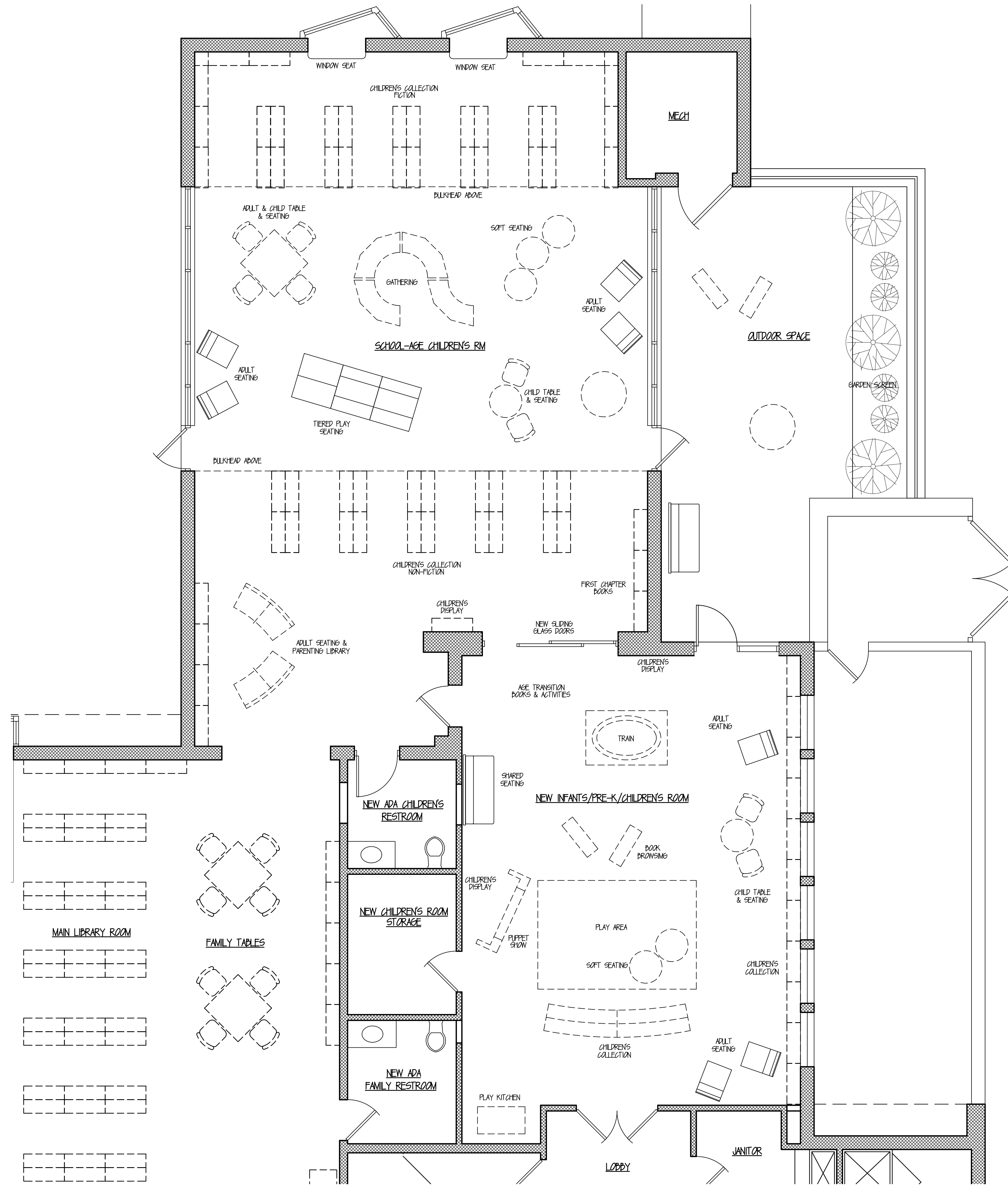
ARCHITECT'S PROJECT NO.: 1701

DATE: AUGUST 1, 2017

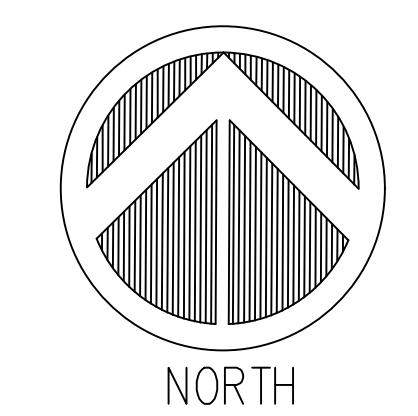
SCHEMATIC DESIGN  
FIRST FLOOR PLAN

SHEET NO.

**A201**



① CHILDREN'S AREA ENLARGED FLOOR PLAN  
SCALE: 1/4" = 1'-0"



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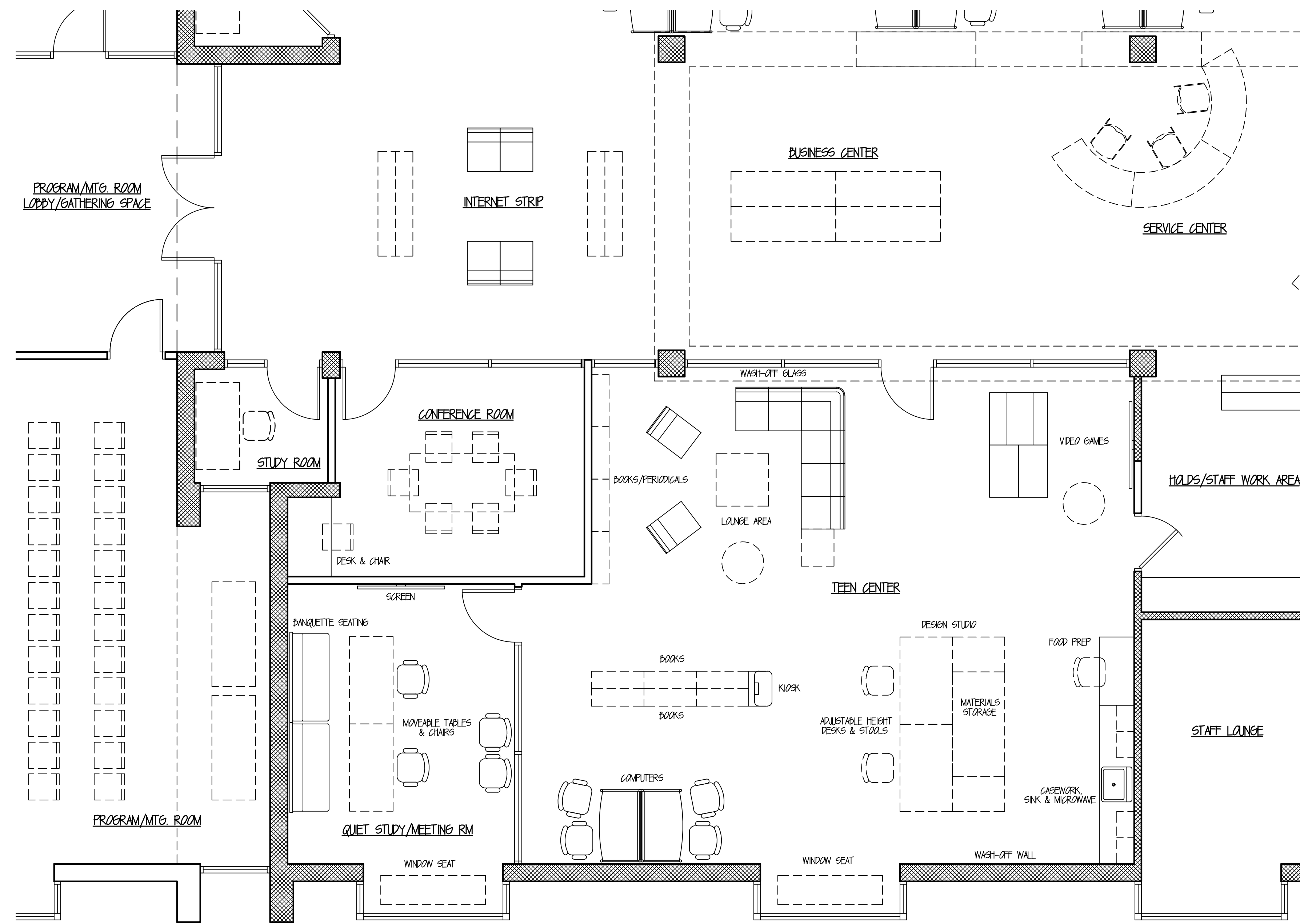
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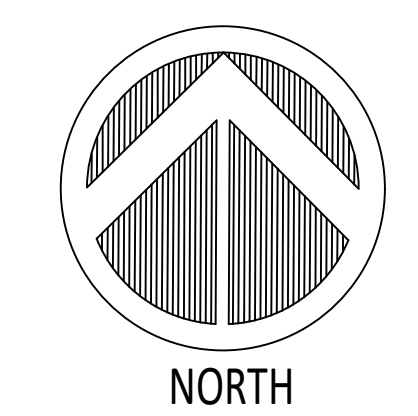
ARCHITECT'S PROJECT NO.: 1701  
DATE: AUGUST 1, 2017

SCHEMATIC DESIGN  
CHILDREN'S AREA  
ENLARGED FLOOR PLAN

SHEET NO.  
**A202**



① TEEN CENTER ENLARGED FLOOR PLAN  
SCALE: 1/4" = 1'-0"



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ARCHITECT'S PROJECT NO.: 1701

DATE: AUGUST 1, 2017

**SCHEMATIC DESIGN  
TEEN CENTER  
ENLARGED FLOOR PLAN**

SHEET NO.

**A203**

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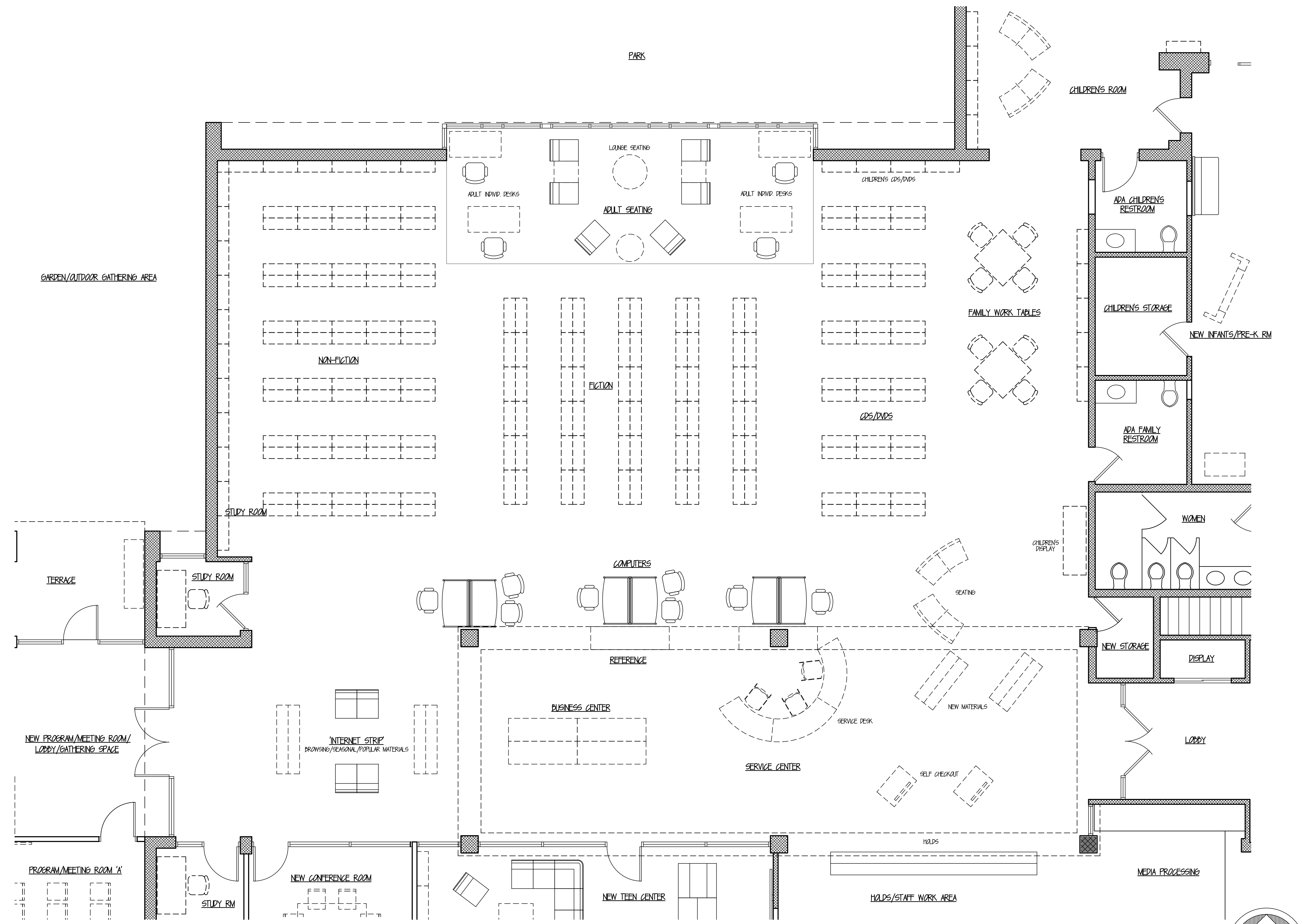
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ARCHITECT'S PROJECT NO.: 1701

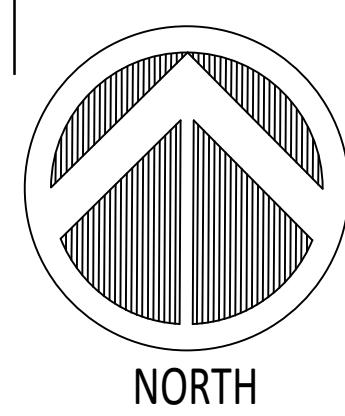
DATE: AUGUST 1, 2017

SCHEMATIC DESIGN  
MAIN LIBRARY ROOM  
ENLARGED FLOOR PLAN

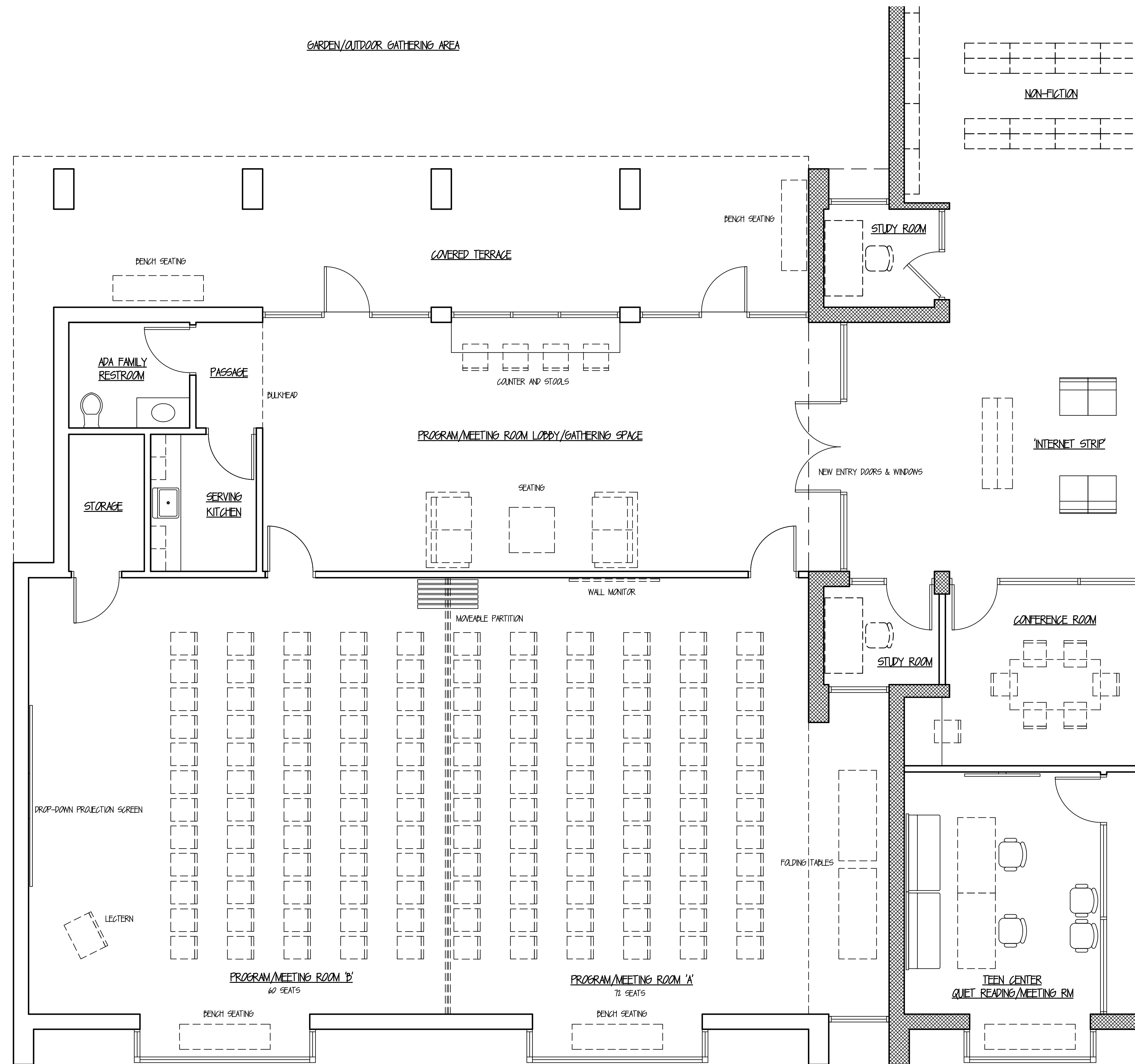
SHEET NO.  
**A204**



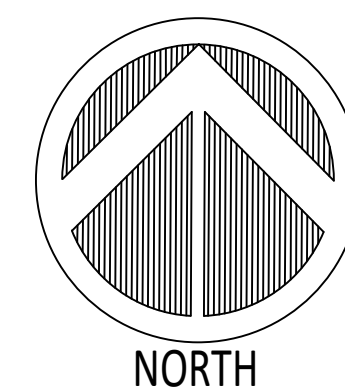
1 MAIN LIBRARY ROOM ENLARGED PLAN  
SCALE: 1/4" = 1'-0"







① PROGRAM/MEETING ROOM ENLARGED FLOOR PLAN  
SCALE: 1/4" = 1'-0"



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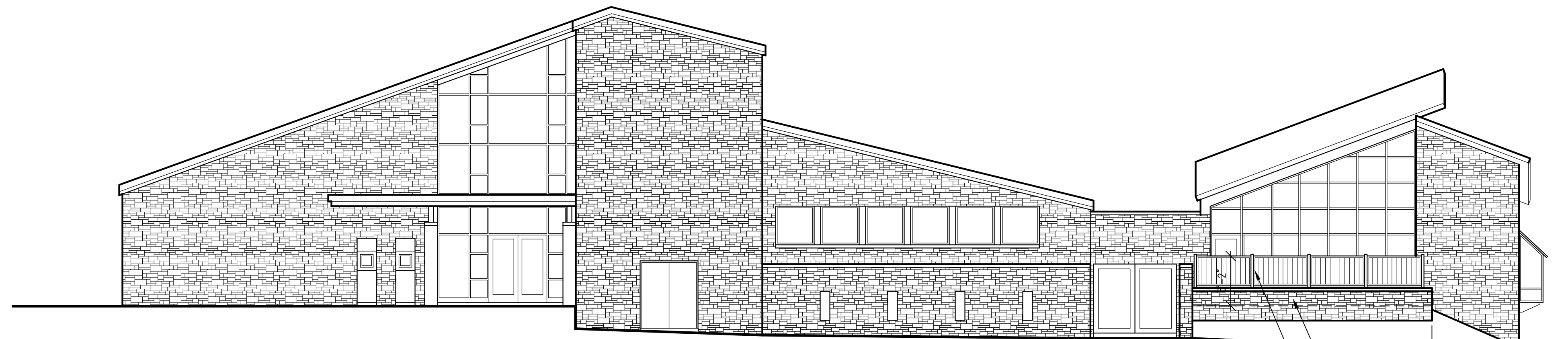
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DATE: AUGUST 1, 2017

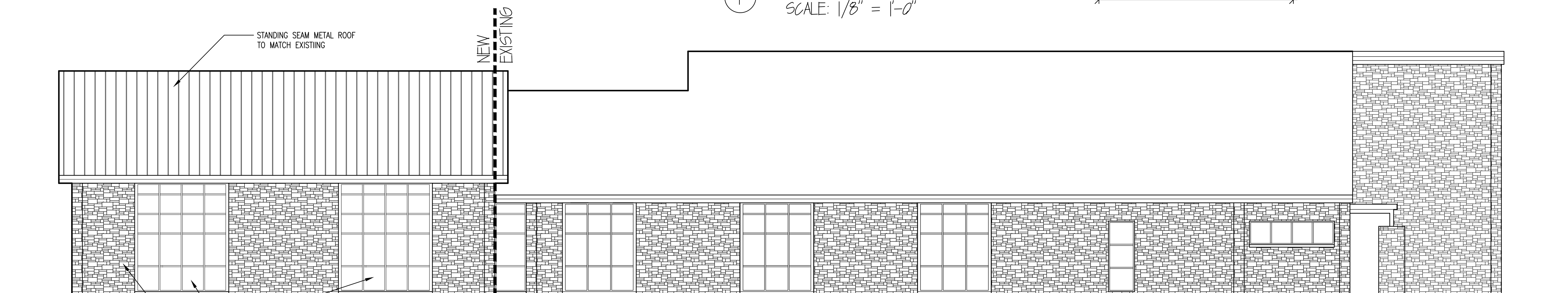
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PROGRAM/MEETING RM  
ENLARGED FLOOR PLAN**

SHEET NO.  
**A205**



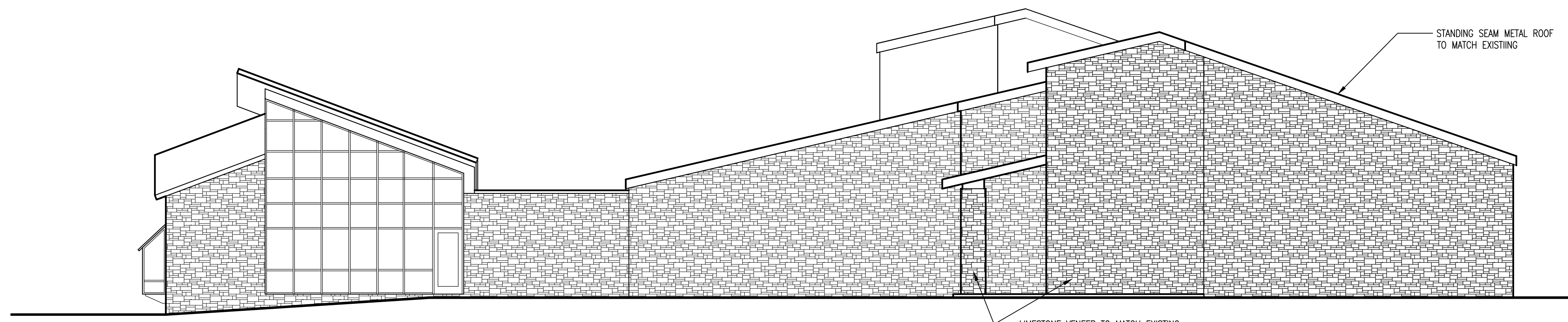
1 EAST ELEVATION  
SCALE: 1/8" = 1'-0"

LIMESTONE VENEER  
RETAINING WALL  
METAL SCREEN  
24'-10"



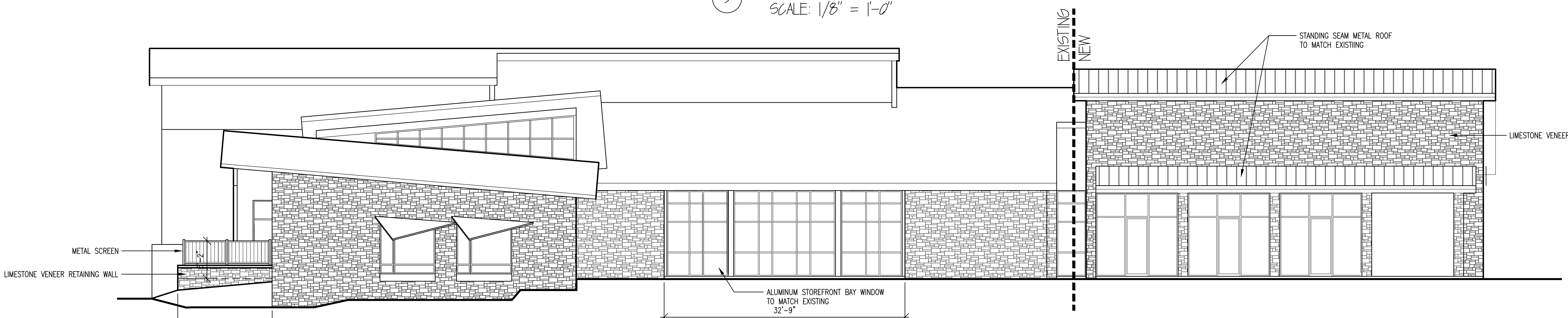
2 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

STANDING SEAM METAL ROOF  
TO MATCH EXISTING  
NEW  
EXISTING  
ALUMINUM STOREFRONT BAY WINDOW  
TO MATCH EXISTING  
LIMESTONE VENEER TO MATCH EXISTING



3 WEST ELEVATION  
SCALE: 1/8" = 1'-0"

STANDING SEAM METAL ROOF  
TO MATCH EXISTING  
LIMESTONE VENEER TO MATCH EXISTING  
12'-10"



4 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

EXISTING  
NEW  
STANDING SEAM METAL ROOF  
TO MATCH EXISTING  
LIMESTONE VENEER TO MATCH EXISTING  
METAL SCREEN  
LIMESTONE VENEER RETAINING WALL  
12'-10"  
ALUMINUM STOREFRONT BAY WINDOW  
TO MATCH EXISTING  
32'-9"

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ARCHITECT'S PROJECT NO.: 1701

DATE: AUGUST 1, 2017

SCHEMATIC DESIGN  
ELEVATIONS

SHEET NO.  
**A301**

# VII. PRELIMINARY PROJECT COST ESTIMATE

## VII. PRELIMINARY PROJECT COST ESTIMATE

### I. CONSTRUCTION COST:

#### A. SITE:

\$ 68,575

##### 1. Parking Lot Renovation:

- ADA Parking Spaces
- Re-Striping Parking Lot

##### 2. New Addition:

- Re-Routing Sewer
- Excavation/Grading
- Access Drive

### B. GENERAL CONSTRUCTION:

#### 1. Building Renovation:

a. Total Renovation Areas: 2,405 sf @ \$75: \$180,375

- New Children's Infant/Pre-K Rm: 845 sf
- New Children's ADA Restrm 64 sf
- New Family ADA Restrm 72 sf
- New Reading Rm Storage 35 sf
- New Teen Center 1,206 sf
- New Conference Rm 183 sf

b. Partial Renovation Areas: Allow: \$ 25,000

- Sorter Rm: 2 Interior Windows
- Main Reading Rm:  
82 gross sf Bay Window, Flr. Finish
- Atrium & 'Internet Strip': Flr. Finish
- Children's Schl-Age Rm: Flr. Finish

Total Estimated Renovation: \$205,375

2. New Addition: 2,672 gsf @ \$160: \$427,520

\$632,895

### C. MEP CONSTRUCTION:

1. Building Renovation: \$450,320

- 11,258 net sf @ \$40
- Upgrade Electrical Service

2. New Addition: 2,475 net sf @ \$40 \$ 99,000

Total Estimated MEP Construction Cost:

\$549,320

### TOTAL ESTIMATED CONSTRUCTION COST:

**\$1,250,790**

10% Range:

\$1,125,711 to \$1,375,869

### 10% CONSTRUCTION CONTINGENCY:

**\$125,079**

### D. ALTERNATE:

New Children's Patio, Retaining Wall, & Screen: Allow:

\$40,000

PLEASE NOTE: Items not Included in the above estimate but which should be considered in establishing a total project cost:

- A. Architecture & engineering fees
- B. Reimbursable expenses
- C. State Plan Review fees
- D. Furniture cost and design fees
- E. Equipment cost
- F. Technology cost

# VIII. PROJECT TASK SCHEDULE

## VIII. PROJECT TASK SCHEDULE

The following Project Task Schedule reflects tasks which have been completed to date and tasks which are anticipated for completion of the Ellettsville Branch Library renovation project.

<u>TASK</u>	<u>DATE</u>
Owner Gives Architect Approval to Prepare Agreement_____	23 Mar 2017
Architect Prepares Owner-Architect Agreement_____	24 Mar – 5 April 2017
Owner Reviews and Signs Owner-Architect Agreement_____	5 – 19 April 2017
Architect Meets with Bldg. Committee to Begin Project_____	3 May 2017
Architect & Owner Schedule Staff & Community Focus Groups_____	4 – 26 May 2017
Architect Prepares Community Questionnaires_____	8 – 18 May 2017
Architect Sends Bldg. Committee Questionnaires_____	19 May 2017
Architect Prepares Measured Base Drawings_____	4 - 19 May 2017
Architect Conducts Staff & Community Focus Group Meetings:	
Teens: _____	4:00 – 5:00 pm, Tues. 30 May 2017
Adults: _____	6:00 – 7:00 pm, Tues. 30 May 2017
Library Staff: _____	8:30 -9:30 am, Thurs. 1 June 2017
Families: _____	3:30 – 4:30 pm, Thurs. 1 June 2017
Architect Prepares Results of Focus Groups_____	1 – 13 June 2017
Architect & Library Consultant Prepare Space/Performance Program____	1 - 13 June 2017
Architect Makes Presentation to Bldg. Committee_____	2:00 pm, Wed. 14 June 2017
- Results of Focus Group Meetings	
- Space/Performance Program	
Architect & Library Consultant Prepare Concept Design_____	14 – 20 June 2017
Architect & Library Consultant Conduct Design Workshops_____	21 June 2017
Library Staff: _____	8:30 – 9:30 am
Families: _____	10:30 – 11:30 am
Adults: _____	1:00 – 2:00 pm
Teens: _____	3:00 – 4:00 pm
Presentation to Library Board: _____	5:45 pm
Architect & Library Consultant Prepare Schematic Design_____	22 June – 30 July 2017
Architect & Engineers Survey & Assess Existing Conditions_____	22 June - 30 Aug 2017
<b>Architect Reviews Schematic Design with Bldg. Committee_____</b>	<b>2:00 pm, 1 Aug 2017</b>
Architect Presents Schematic Design at Board Work Session_____	5:45 pm, 9 Aug 2017
Library Board Approves Schematic Design at Board Mtg._____	5:45 pm, 16 Aug 2017
Architect Presents Schematic Design to Public_____	23 Aug 2017?
Architect Prepares Design Development Documents_____	17 Aug - 3 Oct 2017
Architect Reviews Design Development with Bldg. Committee_____	4 Oct 2017
Architect Presents Design Develop. at Library Board Work Session_	5:45 pm, 11 Oct 2017
Library Board Approves Design Development at Board Mtg._____	5:45 pm, 18 Oct 2017
Architect Prepares Construction Documents_____	19 Oct – 28 Nov 2017
Architect Presents Construction Documents to Bldg. Committee_____	29 Nov 2017
Architect Presents Construction Dcmnts at Library Work Session____	5:45 pm, 6 Dec 2017

**MONROE COUNTY PUBLIC LIBRARY: ELLETTSVILLE BRANCH LIBRARY RENOVATION**

**Project Task Schedule, Cont'd**

<u>TASK</u>	<u>DATE</u>
Library Board Approves Construction Documents at Board Mtg. __ 5:45 pm,	13 Dec 2017
Architect Submits Construction Documents to State Plan Review _____	14 Dec 2017
Construction Documents Printed and Distributed to Contractors _____	3 Jan 2018
Architect Conducts Pre-Bid Meeting _____	10 Jan 2018
Architect Prepares and Distributes Addendum _____	17 & 24 Jan 2018
Architect Receives Contractors' Bids & Reviews with Owner _____	1 Feb 2018
Architect Prepares Owner-Contractor Agreement for Signatures _____	2 – 8 Feb 2018
Owner and Contractor Sign Agreement _____	9 Feb 2018
Construction Begins in Phases _____	15 Feb 2018
Substantial Completion of Construction in Phases _____	July 2018, Dec 2018
Furniture Installation _____	July 2018, Dec 2018
Owner Occupies New Spaces in Phases _____	Aug 2018, Jan 2018



# **APPENDIX 'A': BUILDING COMMITTEE MEETING NOTES**



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[www.cmatheuarchitect.com](http://www.cmatheuarchitect.com)

## MEETING NOTES

*Project:* Monroe County Library – Ellettsville Branch Library Renovation  
*Project No.:* 1701  
*Mtg. Date:* June 14, 2017  
*Distributed:* June 16, 2017  
*Location:* MCPL – Ellettsville Program Room  
*Attendees:* M. Wood J. Cronkhite  
C. Hosler G. Lettelleir  
J. Chandler C. Matheu  
*Distribution:* M. Wood – MCPL J. Cronkhite – MCPL  
C. Hosler – MCPL G. Lettelleir – MCPL  
J. Chandler – MCPL J. Keller – JRK  
C. Matheu – MA K. Floyd – MA  
File

---

### I. PURPOSE:

The Architect presented a summary of the focus group meetings and questionnaires, a preliminary space program, a preliminary concept floor plan, and an updated project schedule for review and discussion.

### II. DISCUSSION:

#### A. Space Program and Concept Floor Plan:

1. **Conference Room:** There is to be one 4 – 6 persons Conference Room. Any larger groups will have access to all or half of the new Program/Meeting Room. Keep Conference Room in location as shown between the new Teen Center and the south Study Room, but make the room smaller as a means by which to give more space to the Teen Center.
2. **Mechanical Room:** Circle Design is to confirm if there needs to be a new Mechanical Room located on the main level of the Library. If so, its size and location needs to be confirmed.
3. **Restroom Lobby:** Square feet for this existing space is missing from the new

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Renovation

Date: June 14, 2017

Space Program and needs to be added.

4. **Children's Room:**
  - *Computers for Adults in Children's Area:* Rather than taking up floor area with adult size tables with computers, the Library will plan to loan laptop computers to adults who want to do their own work while their children read or play.
  - *Infants and Pre-School Area:* To be located in the current Program/Meeting Room.
  - *Children's Program Room:* The current Program/Meeting Room is not to be divided to accommodate a Children's Program Room. Instead, the room will be used informally on an as needed basis for children's programs, such as storytelling time.
  - *Children's Restroom:* To open directly into the Infant/Pre-School area.
  - *Storage:* To open into the Infant/Pre-School area.
  - *Tables/Seating Outside Children's Area:* Consider not putting any stationary computers outside Children's Room. The tables and seating in this area will be devoted to parents/children.
5. **Book Return/Sorter Room:**
  - *Book Returns:* No changes to the existing book returns.
  - *Wall:* Remove wall between this room and adjacent Media Processing and provide half wall.
6. **Refreshments:** Many people thought a refreshment area would be a good addition to the Library. It would provide food, drinks, and an informal social area. The Library, however, does not want to manage a refreshments area, but will plan to provide areas where patrons may bring their own drinks and/or food. There is a new café across the street and down the block, and patrons will be able to buy food/drinks from that establishment or bring them from home. As is the case in the main Library, floor surfaces will indicate where food and drink may be consumed: hard surface floors ok; carpet not ok.
7. **Social Area:** Socializing typically now occurs at the north window and at the entry approach to the Children's Room. The Architect has suggested locating a large bay window at the north which would tuck under the existing roof eave. The window would serve as means by which more natural light and views to the park would be brought into the space, and it would provide a dramatic focus for the main meeting room and serve as a nice informal gathering space for adult readers.
8. **Collaborative Table Work Areas:** Provide big tables with chairs (no computers) in the following areas:
  - Business Center
  - Children's Area
  - Teen Space

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Renovation

Date: June 14, 2017

- Possibly also in the area on the approach to the Children's Room.
9. **Main Room Organization:**
- *Entry:* in the atrium; to have seating and a display of new materials.
  - *Service Desk:* in the atrium behind the seating and new materials display.
  - *Holds and Staff Work Area:* The Holds shelving will be located to the south of the Service Desk and behind it will be a staff work area.
  - *Reference Collection:* in the atrium; very small shelving area needed for this; best located behind the Service Desk facing out to the public.
  - *Business Center:* in all or part of the atrium behind or close to the Service Desk because this area often needs supervision.
  - *Computers:* just to the west of the Business Center.
  - *Non-Fiction, Fiction, CDs/DVDs:* adjacent to each other starting from the west end of the main room.
  - *Family Tables/Seating:* on the approach to the Children's Room.
10. **Teen Center:**
- *Kitchenette:* Provide snack kitchenette for microwave, storing simple snacks, drinks, etc.
  - *Mobile AV Unit:* AV and green screen to be in a mobile unit.
  - *Glass Partition Wall:* Look at the possibility of making the glass wall between the Teen Space and the atrium a wipe-off dry erase clear wall.
  - *Noisy Areas:* Located noisy areas toward the Staff Lounge to the east rather than adjacent to the Conference Room to the west.
  - *Young Adult Collection:* to be re-located to the Teen Center.
  - *Furniture:* Furniture needs to be more durable than what Main Library Teen Space now has. The pieces that work well in the Main Library are: vinyl cubes; tiered steps/seating; 4-piece tables with rolling molded chairs; booths with vinyl upholstery. One sofa in a visible location would be ok. The pieces that have suffered from abuse are: the mesh on mesh-back seating; swivel lounge chairs; circular bookcases with inner seating. The circular shelving has had damage done by teens to the shelves because teens stand on them, and end panels have been damaged for reasons not quite known.
  - *Furniture Size:* Provide furniture that fits only one person, rather than 1 ½, 2 or more people at a time.
  - *Furniture Upholstery:* Vinyl/polyurethane in darker color works best. It will be a challenge to strike a balance between comfort and durability.
  - *Wall Finish:* Best to have all walls painted. The vinyl wall covering in the Main Library Teen Center is damaged and not able to be repaired.
  - *Floor Finish:* VCT would be better than linoleum because the linoleum is soft and is damaged more easily. VCT is easier to maintain.
11. **Program/Meeting Room:**
- *Location:* The Program/Meeting Room addition is best located at the west

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Renovation

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end of the building with its south wall located in line with the south wall of the existing building. This location allows for a large open outdoor area at the north which may serve as further expansion area if needed over the coming years.

- *Storage Room*: No need to make the Storage Room any bigger than 60 sq. ft. The Library does not anticipate the furniture being moved out of the room. If open space is needed, furniture will be pushed to the walls.

- *Program/Meeting Room Lobby*: Should be made large enough to accommodate 125 people spilling out of the Program Room so they do not spill into the main Library room. The Serving Kitchen and the ADA Restroom would be accessed directly from the Lobby. An exit door would connect the Lobby with the outdoor space at the north.

### III. Design Workshops:

#### A. Attendance:

Building Committee, members of the public, and staff to attend.

#### B. Process:

The design workshops will be a collaborative process with the Architect, Library Consultant, Library Building Committee, members of the community and library staff participating.

#### C. Library Board Presentation:

The results of the design workshops will be presented to the Library Board later in the evening.

*These meeting notes have been prepared by Matheu Architects, PC and are considered to be correct unless notification has been received by the Architect within 10 days of distribution of these notes.*

# **APPENDIX 'B': DESIGN WORKSHOP MEETING NOTES**



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## ADULT WORKSHOP MEETING NOTES

*Project:* Monroe County Library – Ellettsville Branch Library Addition & Renovation  
*Project No.:* 1701  
*Mtg. Date:* June 21, 2017  
*Location:* MCPL – Ellettsville Branch Library Program Room  
*Attendees:* See Attached Attendance List

---

### I. Purpose:

To collaborate with the staff and adult users of the library in order to gather opinions and ideas for the Ellettsville Branch Library addition and renovation.

### II. Discussion:

#### A. Computer Area:

1. The number of computer stations will be reduced by (4) and will be replaced by laptops.
2. Currently the computers are located in a high circulation area, but needs to be near the business center. Consider locating them along the north side of the atrium. Also, consider greater privacy for the computer users.

#### B. Entry & Service Desk Area:

1. (2) self-check stations need to be located between the entry & the service desk.
2. The desks at the service area should be mobile, so that they can be reconfigured or relocated as needed.
3. Locate a new materials area near the entry and consider providing 2 or 3 seats.
4. The children's display case should be located in this area.
5. At the west end of the atrium consider a café area with mixed collections. This could be a social hub with 36" high café tables.
6. Popular materials could be located under the low ceiling area.

#### C. Tutor Area:

1. The size of the tables is good as well as the location.

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Addition & Renovation  
Adult Workshop

Date: June 21, 2017

D. Seating Areas:

1. Provide 2 or 3 small tables and chairs for 2-3 people.
2. Provide soft lounge type seating.
3. Provide chairs with computer arms and/or contemporary carrels.
4. Large tables work well allowing 48" per person.
5. Single 1-2 person tables work well.
6. Provide access to electrical power. Consider a plug mold along window walls.

E. Miscellaneous:

1. The children's books on cd, music, & games will be relocated into the children's area.

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## CHILDREN'S WORKSHOP MEETING NOTES

*Project:* Monroe County Library – Ellettsville Branch Library Addition & Renovation  
*Project No.:* 1701  
*Mtg. Date:* June 21, 2017  
*Location:* MCPL – Ellettsville Branch Library Program Room  
*Attendees:* See Attached Attendance List

---

### I. Purpose:

To collaborate with the staff and parents with children in order to gather opinions and ideas for the Ellettsville Branch Library addition and renovation.

### II. Discussion:

#### A. Children's Area:

1. Consider a location for a small presentation area for puppet shows or other small popup presentations.
2. Board games are very popular.
3. The computers are a bit of a distraction and it is recommended that there be a visual separation, so that the children's attention can be drawn to other offerings.
4. Provide a variety of seating:
  - a. Sitting on the floor is popular. Provide soft plush cushions or possibly stuffed animals that can be leaned on or sat on.
  - b. Provide adult sized chairs.
  - c. Carpeted raised areas such as steps maybe attractive in concept, but invite running and jumping and present accessibility issues.
5. Children's Collection:
  - a. Infants and toddlers (early childhood) work best as browsing and will be located in the expansion into the existing program room.
  - b. Board books, oversized books, and nonfiction picture books will be located on low shelves along the east wall to maximize the open floor area.
  - c. School age books will remain in the existing children's area.

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Addition & Renovation  
Children’s Workshop

Date: June 21, 2017

6. Consider sliding door separation between the infants and toddlers area and the school age area.
7. Use a transition in floor material to designate a “stage” area for popup programming.
8. Provide play tables in the early childhood area.
9. Consider locating the train and board games tables as a transition between the early childhood (infants and toddlers) and the school age area.
10. Library staff to provide Matheu Architects linear feet of shelving required for each collection.

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## STAFF WORKSHOP MEETING NOTES

*Project:* Monroe County Library – Ellettsville Branch Library Addition & Renovation  
*Project No.:* 1701  
*Mtg. Date:* June 21, 2017  
*Location:* MCPL – Ellettsville Branch Library Program Room  
*Attendees:* See Attached Attendance List

---

### I. Purpose:

To collaborate with the staff of the Ellettsville Branch Library in order to gather opinions and ideas for the library addition and renovation.

### II. Discussion:

#### A. Children's Area:

1. The juvenile non-fiction collection needs to be moved into or closer to the Children's Area.
2. It is desired to have a visual barrier from the east window in the Children's Area that looks out over the parking lot to soften the view.
3. The Children's programs can draw up to 40-50 people, so it is anticipated that Children's programs will be conducted in the new program space.
4. There could be a small performance space in the Children's area for informal puppet shows or other performances.

#### B. Service Desk & Business Center:

1. The service desk should provide views that radiate out over the entire library main reading room. It is preferred that the service area be arranged in a way so that the library users can't walk up behind them making the staff feel as though their back is protected.
2. The desk could be off center and pinned around one of the columns with sightlines of the Teen Center, Children's Area, and the Main Entry.
3. Visitors need to have clear line of sight to the service desk upon entering.

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Addition & Renovation  
Staff Workshop

Date: June 21, 2017

4. Ideally the service desk would be modular to allow for different configurations.
  5. The business center needs to be near the service desk, so that staff can easily assist patrons. The center needs to be attractive and uncluttered by wires and cables.
  6. Provide storage for laptops, games, and other devices that are checked out for use by the patrons.
- C. Seating Areas & Collections:
1. The Atrium has good lighting and it is important to make good use of this space rather than a circulation corridor. Possibly consider including some seating and/or a café area.
  2. Provide an adult seating area near the windows to the north popping it out under the eave as a bay window.
    - a. Provide seats for 8-10 people
    - b. This is an important community social space.
    - c. Seating should be varied with individual seating and soft group seating.
    - d. Access to electricity is needed. Consider a plug molding under the windows.
  3. Additional space will be freed up with weeding of the collection combined with the teen collection and the juvenile non-fiction collection moving to their respective areas.
  4. The young adult collection will remain in the main reading space.
- D. Teen Center:
1. During the day the teen meeting room will be quietest since the space will not be used heavily during school hours. The peak use will be after school for quiet study.
  2. The teen area needs to be zoned by active (noisier)/passive (quieter) activities.
  3. The gaming area will be the noisiest.
  4. The flooring should be hard surface for easy cleanability.
- E. New Program Space:
1. There should be convenient access to the new Program Room to the west to allow for loading and unloading catering supplies and other event materials. The existing alley with the addition of a turnaround could serve this purpose.
  2. Provide a storage area for tables & chairs when they are not in use.
  3. Provide high counter type seating in the program room lobby.
  4. Provide area for monitors on the east and west walls.

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## TEEN WORKSHOP MEETING NOTES

*Project:* Monroe County Library – Ellettsville Branch Library Addition & Renovation  
*Project No.:* 1701  
*Mtg. Date:* June 21, 2017  
*Location:* MCPL – Ellettsville Branch Library Program Room  
*Attendees:* See Attached Attendance List

---

### I. Purpose:

To collaborate with the staff and teens in order to gather opinions and ideas for the Ellettsville Branch Library addition and renovation.

### II. Discussion:

#### A. Teen Area:

1. Zoning of sound is important with separation from loud to quiet spaces. Gaming is the loudest activity and studying is the quietest.
2. The teen conference room will be used as the quiet study area. Windows should be provided for monitoring the space.
3. Provide window seats in the bay windows.
4. The teens that joined in the conversation via Skype from the Main Library commented on their likes and dislikes of the teen space there.
  - a. Likes:
    - The availability of technology
    - The Digital Creativity Center
    - Video Software
    - The Design Studio and the variety of materials available for crafts and maker projects.
    - Gaming
    - Booth Seating with the monitors
    - White Board Walls
    - Study Room and the acoustic privacy that it provides. The bench seat works very well.
    - Overall the variety of seating works well.

## Meeting Notes

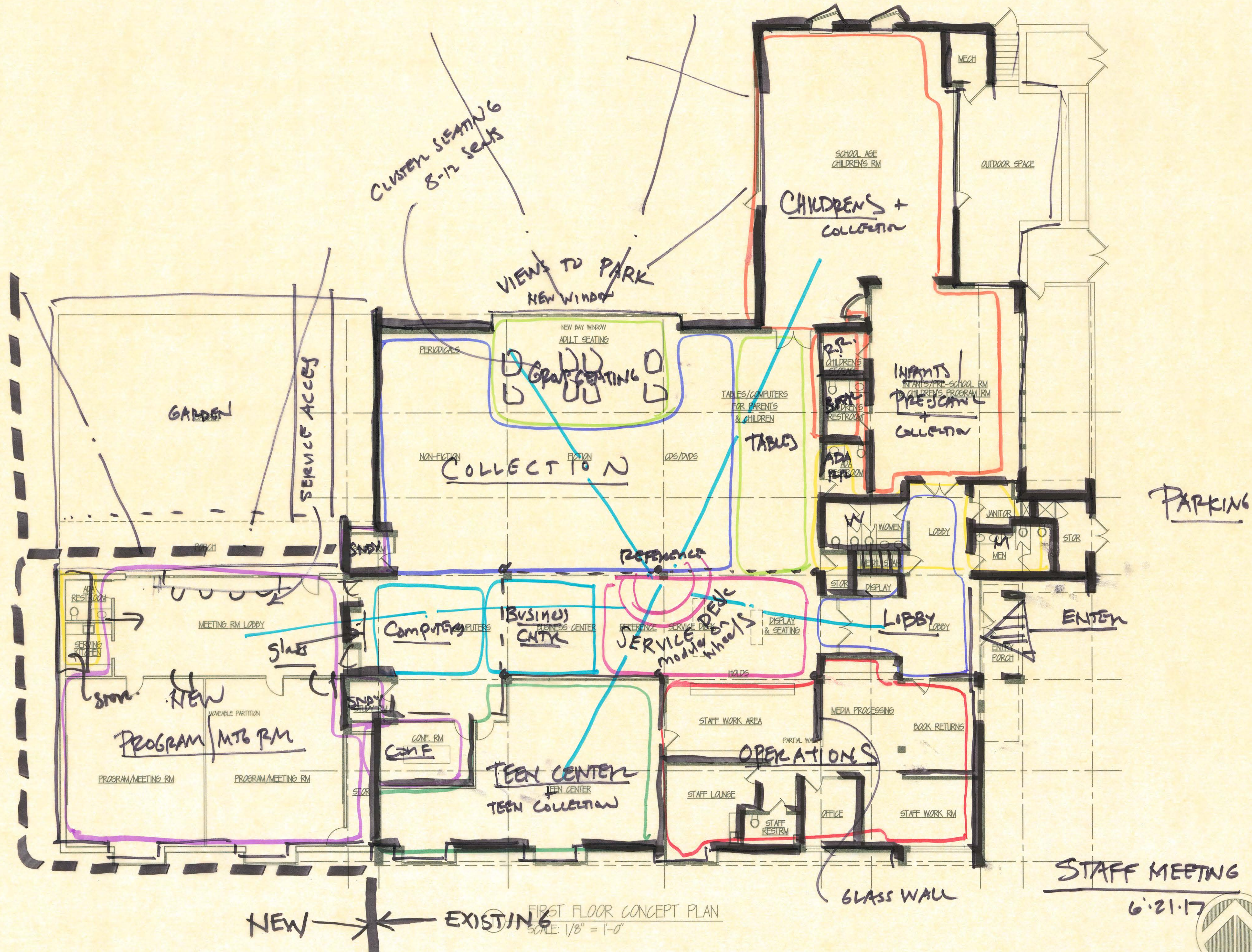
Re: Monroe County Public Library – Ellettsville Branch Library Addition & Renovation  
Teen Workshop

Date: June 21, 2017

- b. Dislikes:
  - The Gaming Area can be noisy.
  - Not enough separation between loud and quiet spaces.
  - Not enough seating in the Gaming Area.
  - The chairs with wheels are not durable enough.
  - Hard surface flooring would be preferable rather than the carpet.
  - The tall tables & bar stools are rarely used.
  - The Design Studio needs access to water.
  - The lack of a water cooler in the space.
  - The circular shelves are difficult to organize the reading material in a way where to make it easy to find what you are looking for; the radius is too big and there is no place to rest your feet; and the backs are too straight and uncomfortable.
- 5. The audio visual and gaming equipment will be housed in a mobile cart near the service desk, so that it can be checked out.

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# **APPENDIX 'C': DESIGN WORKSHOP SKETCHES**



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600 W. TEMPERANCE STREET  
ELLETTSVILLE - INDIANA

ARCHITECT'S PROJECT NO: 1701  
DATE: JUNE 21, 2017

**FIRST FLOOR**  
**CONCEPT PLAN**

SHEET NO.  
**A201**







① CHILDREN'S AREA ENLARGED FLOOR PLAN  
SCALE: 1/4" = 1'-0"



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Mathew Architects, PC

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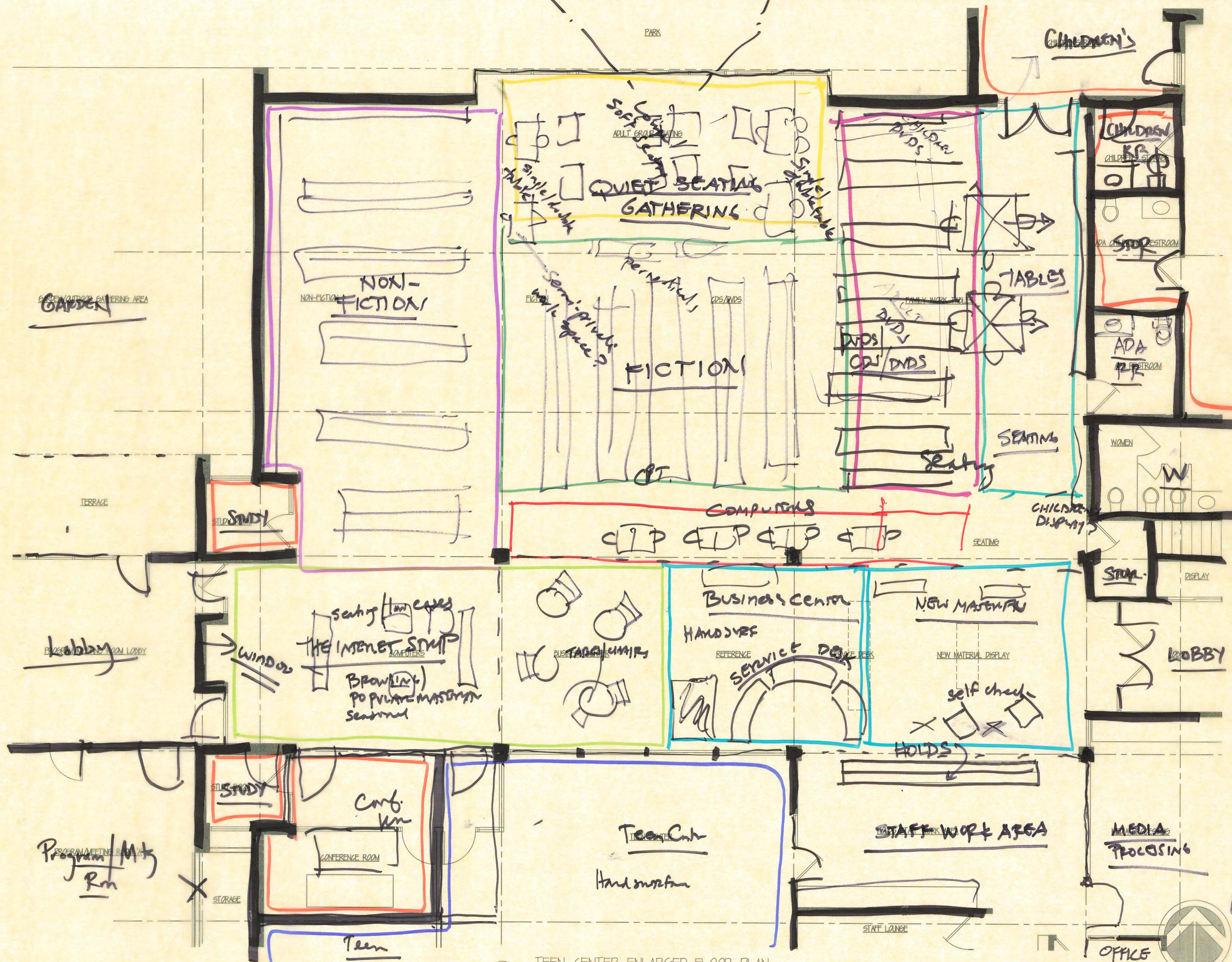
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ARCHITECT'S PROJECT NO: 1701  
DATE: JUNE 21, 2017

CHILDREN'S AREA  
ENLARGED FLOOR PLAN

SHEET NO.  
**A202**



① TEEN CENTER ENLARGED FLOOR PLAN  
SCALE: 1/4" = 1'-0"

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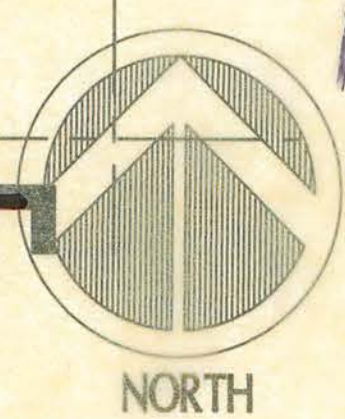
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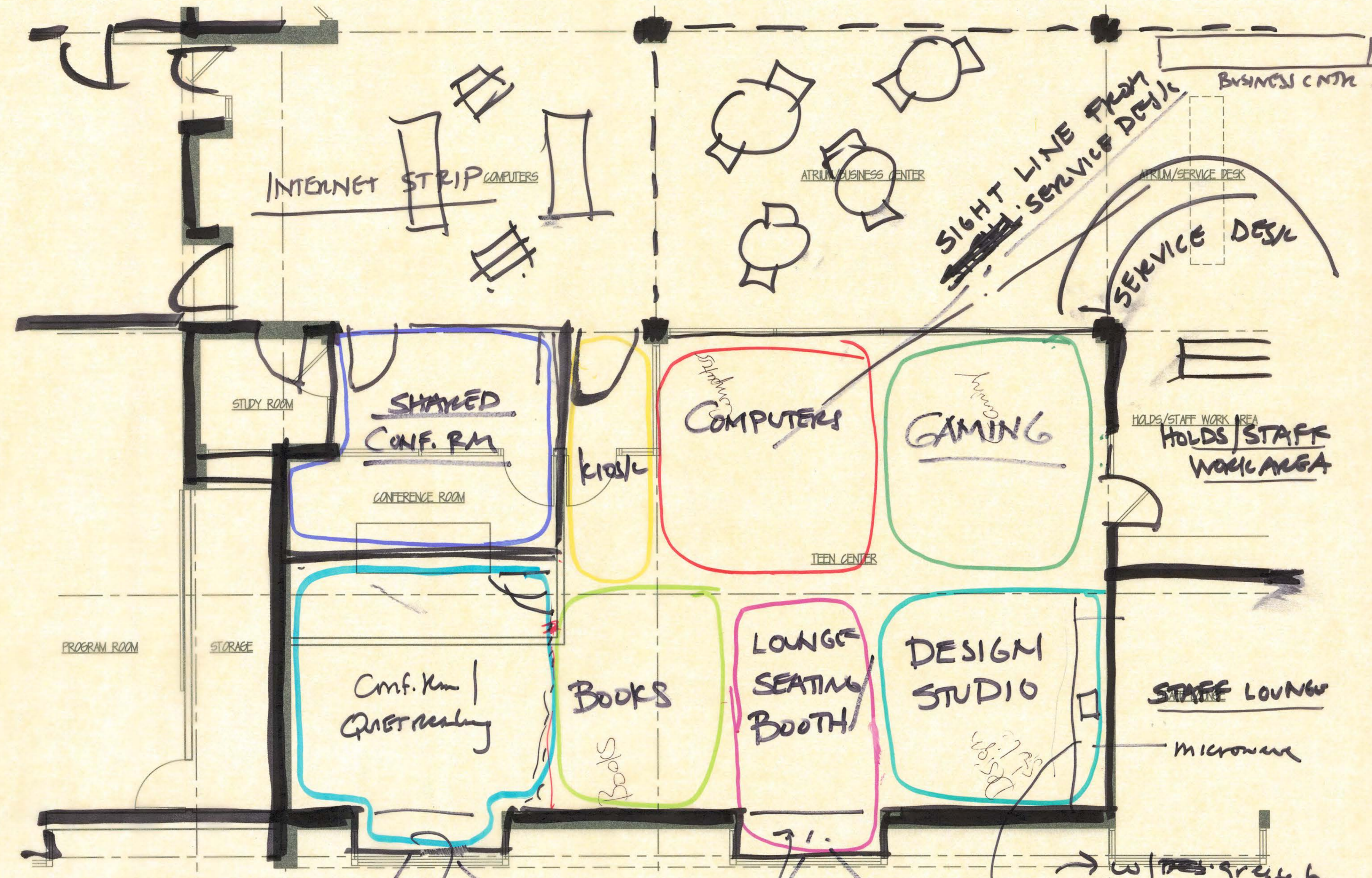
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MAIN LIBRARY ROOM  
ENLARGED FLOOR PLAN

Room  
6.2104





FAVORITE THINGS:

- BOOTH SEATING/CAFE
- GAMING
- WHITE BOARD
- CONF. RM
- DESIGN STUDIO
- Circle semi-print spaces.
- don't use bar stools & tall cafe tables
- MAYA TABLES DON'T WORK.

TEEN CENTER ENLARGED FLOOR PLAN  
SCALE: 1/4" = 1'-0"

LOW TABLES w/ LOW SEATS  
stools (round) are good w/ sofas.

LIKE: seating  
SOFA in front  
" IN BACK  
PUNCH ART STUDIO  
NO CHAIRS w/ wheels  
round half seating

TEEN CENTER  
6.21.17



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TEEN CENTER  
ENLARGED FLOOR PLAN

SHEET NO.  
**A203**