Dixon Public Library - Fund 426, Net Position on March 31, 2018

Assets	Actuals - Fiscal years 2017-2018
Cash in Treasury	$ 1,134,556
Imprest Cash	$ 700
Other assets	$ 14,810
Future Loan Redemption Requirement	$ 12,297
Land	$ 427,021
Structures and Improvements	$ 1,096,876
Equipment	$ 226,114
Intangibles	$ 17,279
Construction-in-progress	$ -
Allowance for Depreciation	$ (1,168,967)
Total Assets	$ 1,760,686
Liabilities and Equities	
Outstanding Warrants	$ 9,326
Other Liabilities	$ -
Due to Other Agenices	$ 8,034
Accrued Compensated Absences	$ 12,297
Reserve - Other (Imprest Cash is $700)	$ 279,700
Fund Balance Available	$ 315,326
Investments in General Fixed Assets	$ 598,323
Appropriations	$ 229,759
Revenues less Expenditures	$ 307,921
	$ 1,760,686
	$ -

Revenues	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Revenue From Library Operations	$ 9,972	$ 14,000	71%	$ 4,028
Revenue From State & County Govt.	$ 1,097,538	$ 999,000	110%	$ (98,538)
Revenue From Grants	$ -	$ -	0%	$ -
Other Revenues	$ 6,377	$ 4,400	145%	$ (1,977)
Total Revenues	$ 1,113,887	$ 1,017,400	109%	$ (96,487)
Expenditures				
Salaries & Employee Benefits	$ 548,633	$ 820,153	67%	$ 271,520
Services & Supplies	$ 255,447	$ 408,006	63%	$ 152,559
Other Charges & Fixed Assets & Deprec	$ 1,886	$ 19,000	10%	$ 17,114
Total Expenditures	$ 805,966	$ 1,247,159	65%	$ 441,193
Revenues less Expenditures	$ 307,921	$ (229,759)		

Fund 428, Net Position as of March 31, 2018

Assets	Actuals - Fiscal years 2017-2018
Cash in Treasury	$ 699,774
Due from Other Agency	$ -
Land	$ 1,175,043
Construction-in-progress	$ -
Allowance for Depreciation	$ -
Total Assets	$ 1,874,816
Liabilities and Equities	
Fund Balance Available	$ 613,994
Investments in General Fixed Assets	$ 1,175,043
Appropriations	$ -
Revenues less Expenditures	$ 85,780
	$ 1,874,816

Revenues	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Intergovernmental & Other Revenues	$ 85,780	$ 55,800	154%	$ (29,980)
Total Revenues	$ 85,780	$ 55,800	154%	$ (29,980)
Expenditures				
Salaries & Employee Benefits	$ -	$ -	0%	$ -
Services & Supplies	$ -	$ 55,800	0%	$ 55,800
Other Charges & Fixed Assets	$ -	$ -	0%	$ -
Total Expenditures	$ -	$ 55,800	0%	$ 55,800
Revenues less Expenditures	$ 85,780	$ -		

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Fund	Fund Description
426	DIXON PUBLIC LIBRARY DISTRICT

	Account Code	********* Sub-Account ********** Debits	Credits	************* Account ********** Debits	Credits
Assets:					
CASH IN TREASURY	0000010	1,134,555.91			
CASH IN TREASURY	010			1,134,555.91	
IMPREST CASH	0000030	700.00			
IMPREST CASH	030			700.00	
FUTURE LOAN REQUIREMENT	0000250	12,296.89			
FUTURE LOAN REDEMPT REQ	250			12,296.89	
LAND	0000310	427,020.70			
LAND	310			427,020.70	
BUILDINGS AND IMPROVEMENTS	0000320	1,096,876.42			
BUILDINGS AND IMPROVEMENTS	320			1,096,876.42	
INTANGIBLES: NON-DEPRECIABLE	0000336	17,279.00			
INTANGIBLES	335			17,279.00	
EQUIPMENT	0000340	226,114.00			
EQUIPMENT	340			226,114.00	
ACCUMULATED DEPRECIATION	0000370		1,168,967.22		
ALLOWANCE FOR DEPRECIATION	370				1,168,967.22
PREPAID EXPENSE	0000420	14,810.21			
PREPAID EXPENSE	420			14,810.21	
Total Assets				2,929,653.13	1,168,967.22
Liabilities and Equities:					
OUTSTANDING WARRANTS	0000699		9,326.08		
OUTSTANDING WARRANTS / EBT	505				9,326.08

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Fund 426 DIXON PUBLIC LIBRARY DISTRICT

	Account Code	********* Sub-Account ********** Debits	Credits	************ Account ********** Debits	Credits
DUE TO OTHER AGENCIES	0000540		6,190.36		
DIXON LIBRARY MEDICAL	4260530		459.63		
DIXON LIBRARY DENTAL	4260560		651.52		
DIXON LIBRARY VISION	4260590		732.18		
DUE TO OTHER AGENCIES	540				8,033.69
ACCRUED COMPENSATED ABSENCES	0000620		12,296.89		
ACCRUED COMPENSATED ABSENCES	620				12,296.89
RESERVE - IMPREST CASH	4260731		700.00		
EMERGENCY OPERATIONS	4260732		250,000.00		
MAJOR ASSET	4260734		29,000.00		
BUILDING FUND	4260735		0.12		
RESERVE - OTHER	730				279,700.12
FUND BALANCE AVAILABLE	0000740		315,326.01		
FUND BALANCE AVAILABLE	740				315,326.01
INVESTED IN CAPITAL ASSETS,NET	0000770		598,322.90		
INVESTMNTS IN GEN FIXED ASSETS	770				598,322.90
REVENUES	810				1,113,887.24
EXPENDITURES	820			805,966.15	
BUDGETED REVENUE	0000910	1,017,400.00			
BUDGETED REVENUE	910			1,017,400.00	
APPROPRIATIONS	0000930		1,247,159.13		
APPROPRIATIONS	930				1,247,159.13
Total Liabilities and Equities				1,823,366.15	3,584,052.06

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Fund	Fund Description
426	DIXON PUBLIC LIBRARY DISTRICT

	Account Code	********* Sub-Account ********** Debits	Credits	************* Account ********** Debits	Credits
** Fund Totals **				4,753,019.28	4,753,019.28

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Fund Fund Description
428 DIXON PUBLIC LIB DISTRICT-PFF

	Account Code	********* Sub-Account ********** Debits	Credits	************ Account ********** Debits	Credits
Assets:					
CASH IN TREASURY	0000010	699,773.64			
CASH IN TREASURY	010			699,773.64	
LAND	0000310	1,175,042.82			
LAND	310			1,175,042.82	
Total Assets				1,874,816.46	0.00
Liabilities and Equities:					
FUND BALANCE AVAILABLE	0000740		613,993.59		
FUND BALANCE AVAILABLE	740				613,993.59
INVESTED IN CAPITAL ASSETS,NET	0000770		1,175,042.82		
INVESTMNTS IN GEN FIXED ASSETS	770				1,175,042.82
REVENUES	810				85,780.05
BUDGETED REVENUE	0000910	55,800.00			
BUDGETED REVENUE	910			55,800.00	
APPROPRIATIONS	0000930		55,800.00		
APPROPRIATIONS	930				55,800.00
Total Liabilities and Equities				55,800.00	1,930,616.46
** Fund Totals **				1,930,616.46	1,930,616.46

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

	Account Code	********* Sub-Account ********** Debits	Credits	********** Account ********** Debits	Credits
** Grand Totals **				6,683,635.74	6,683,635.74

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

Fund Fund Description
426 DIXON PUBLIC LIBRARY DISTRICT

Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
1000	SALARIES AND EMPLOYEE BENEFITS							
0001110	SALARY/WAGES REGULAR	435,334.00	0.00	51,006.00	294,185.91	0.00	141,148.09	68%
0001121	SALARY/WAGES-EXTRA HELP	104,415.00	0.00	9,585.01	60,397.39	0.00	44,017.61	58%
0001131	SALARY/WAGES OT/CALL-BACK	0.00	0.00	10.53	208.22	0.00	-208.22	9999%
0001210	RETIREMENT-EMPLOYER	113,126.00	0.00	6,880.34	82,905.11	0.00	30,220.89	73%
0001220	FICA-EMPLOYER	41,290.00	0.00	4,636.02	27,141.54	0.00	14,148.46	66%
0001230	HEALTH INS-EMPLOYER	116,038.00	0.00	8,574.90	77,716.35	0.00	38,321.65	67%
0001231	VISION CARE INSURANCE	0.00	0.00	24.38	207.23	0.00	-207.23	9999%
0001240	COMPENSATION INSURANCE	1,573.00	0.00	0.00	259.28	0.00	1,313.72	16%
0001250	UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	0.00	500.00	
0001260	DENTAL INS-EMPLOYER	7,877.00	0.00	635.64	5,611.56	0.00	2,265.44	71%
1000	SALARIES AND EMPLOYEE BEN	820,153.00	0.00	81,352.82	548,632.59	0.00	271,520.41	67%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	7,592.00	0.00	490.94	4,387.37	0.00	3,204.63	58%
0002035	HOUSEHOLD EXPENSE	4,000.00	0.00	555.39	3,170.67	0.00	829.33	79%
0002050	INSURANCE-RISK MANAGEMENT	6,318.44	0.00	0.00	6,320.29	0.00	-1.85	100%
0002051	LIABILITY INSURANCE	8,567.09	0.00	0.00	8,569.60	0.00	-2.51	100%
0002055	INSURANCE-OTHER	50.00	0.00	0.00	45.64	0.00	4.36	91%
0002120	MAINTENANCE EQUIPMENT	9,000.00	0.00	692.18	5,193.14	0.00	3,806.86	58%
0002140	MAINTENANCE-BLDGS & IMPRO	47,112.00	0.00	1,461.00	18,932.56	0.00	28,179.44	40%
0002170	MEMBERSHIPS	6,500.00	0.00	207.00	5,566.00	0.00	934.00	86%
0002175	MISCELLANEOUS EXPENSE	150.00	0.00	0.00	7.67	0.00	142.33	5%
0002176	FEES AND PERMITS	0.00	0.00	1.00	140.94	0.00	-140.94	9999%
0002178	CASH/INVENTORY SHORTAGE	0.00	0.00	2.00	20.98	0.00	-20.98	9999%
0002180	BOOKS & SUBSCRIPTIONS	6,500.00	0.00	0.00	5,405.58	0.00	1,094.42	83%
0002200	OFFICE EXPENSE	3,500.00	0.00	612.33	2,992.19	0.00	507.81	85%
0002201	EQUIPMENT UNDER $1,500	3,000.00	0.00	0.00	4,281.00	0.00	-1,281.00	143%
0002202	CONTROLLED ASSETS $1500-$	0.00	0.00	80.72	6,270.44	0.00	-6,270.44	9999%
0002203	COMPUTER COMPONENTS <$1,5	1,500.00	0.00	43.99	342.16	0.00	1,157.84	23%
0002204	COMPUTER RELATED ITEMS:<$	300.00	0.00	0.00	1,112.00	0.00	-812.00	371%
0002205	POSTAGE	900.00	0.00	0.00	589.18	0.00	310.82	65%
0002235	ACCOUNTING & FINANCIAL SE	15,000.00	0.00	11,299.50	16,249.50	0.00	-1,249.50	108%

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

Fund	Fund Description
426	DIXON PUBLIC LIBRARY DISTRICT

Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
0002239	LEGAL SERVICE	15,000.00	0.00	1,900.25	14,508.25	0.00	491.75	97%
0002245	CONTRACTED SERVICES	79,600.00	0.00	12,623.34	43,618.83	0.00	35,981.17	55%
0002250	OTHER PROFESSIONAL SERVIC	7,000.00	0.00	-4,931.75	5,892.45	0.00	1,107.55	84%
0002261	SOFTWARE MAINTENANCE & SU	33,100.00	0.00	1,355.39	13,441.45	0.00	19,658.55	41%
0002281	ADVERTISING/MARKETING	1,000.00	0.00	240.00	2,425.43	0.00	-1,425.43	243%
0002285	RENTS & LEASES - EQUIPMEN	6,000.00	0.00	510.53	4,594.77	0.00	1,405.23	77%
0002310	EDUCATION & TRAINING	1,200.00	0.00	-174.00	949.52	0.00	250.48	79%
0002322	LIBRARY ADULT BOOKS	23,000.00	0.00	1,806.84	15,936.00	0.00	7,064.00	69%
0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	1,214.89	13,523.26	0.00	6,476.74	68%
0002324	LIBRARY PERIODICALS/MICRO	8,000.00	0.00	700.70	7,175.86	0.00	824.14	90%
0002325	LIBRARY AUDIO-VISUAL	26,700.00	0.00	1,365.68	11,056.08	0.00	15,643.92	41%
0002326	LIBRARY BOOK RENTAL	8,112.00	0.00	0.00	7,949.76	0.00	162.24	98%
0002327	LIBRARY MATERIALS PROCESS	5,700.00	0.00	465.08	4,469.56	0.00	1,230.44	78%
0002328	LIBRARY MATERIALS	15,000.00	0.00	120.89	633.86	0.00	14,366.14	4%
0002335	TRAVEL EXPENSE	1,200.00	0.00	-34.78	734.45	0.00	465.55	61%
0002336	TRAVEL OUT-OF-STATE	2,649.00	0.00	0.00	0.00	0.00	2,649.00	
0002337	MEALS/REFRESHMENTS	540.00	0.00	0.00	0.00	0.00	540.00	
0002355	PERSONAL MILEAGE	1,450.00	0.00	28.34	823.08	0.00	626.92	57%
0002360	UTILITIES	26,000.00	0.00	1,627.66	15,121.72	0.00	10,878.28	58%
0002361	WATER	6,765.60	0.00	249.67	2,996.16	0.00	3,769.44	44%
2000	SERVICES AND SUPPLIES	408,006.13	0.00	34,514.78	255,447.40	0.00	152,558.73	63%
3000	OTHER CHARGES							
0003020	REFUND OF PRIOR YEAR CHAR	0.00	0.00	0.00	277.16	0.00	-277.16	9999%
3000	OTHER CHARGES	0.00	0.00	0.00	277.16	0.00	-277.16	9999%
4000	FIXED ASSETS							
0004303	EQUIPMENT	18,500.00	0.00	0.00	0.00	0.00	18,500.00	
0004521	INTANGIBLES: NON-DEPRECIA	500.00	0.00	0.00	1,609.00	0.00	-1,109.00	322%
4000	FIXED ASSETS	19,000.00	0.00	0.00	1,609.00	0.00	17,391.00	8%

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

Fund Fund Description
426 DIXON PUBLIC LIBRARY DISTRICT

Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
9000	TAXES							
0009001	CURRENT SECURED	330,000.00	0.00	0.00	179,118.11	0.00	150,881.89	54%
0009002	CURRENT UNSECURED	20,000.00	0.00	0.00	21,214.64	0.00	-1,214.64	106%
0009003	PRIOR UNSECURED	0.00	0.00	0.00	525.03	0.00	-525.03	9999%
0009004	SUPPLEMENTAL SECURED	6,000.00	0.00	0.00	6,114.97	0.00	-114.97	102%
0009005	PRIOR SECURED	0.00	0.00	0.00	56.37	0.00	-56.37	9999%
0009015	LIBRARY SALES TAX - MEASU	600,000.00	0.00	98,052.07	860,041.11	0.00	-260,041.11	143%
0009018	UNITARY	18,000.00	0.00	0.00	9,740.39	0.00	8,259.61	54%
0009020	ABX1 26 PASS THROUGH	25,000.00	0.00	0.00	16,937.33	0.00	8,062.67	68%
9000	TAXES	999,000.00	0.00	98,052.07	1,093,747.95	0.00	-94,747.95	109%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	3,400.00	0.00	0.00	4,885.95	0.00	-1,485.95	144%
9400	REVENUE FROM USE OF MONEY	3,400.00	0.00	0.00	4,885.95	0.00	-1,485.95	144%
9500	INTERGOVERNMENTAL REVENUES							
0009504	FISH & GAME	0.00	0.00	0.00	29.00	0.00	-29.00	9999%
0009505	STATE HIGHWAY RENTALS	0.00	0.00	0.00	1.74	0.00	-1.74	9999%
0009507	HOMEOWNERS PROPERTY TAX R	0.00	0.00	0.00	1,710.50	0.00	-1,710.50	9999%
0009591	GRANT REVENUE	0.00	0.00	0.00	2,049.07	0.00	-2,049.07	9999%
9500	INTERGOVERNMENTAL REVENUE	0.00	0.00	0.00	3,790.31	0.00	-3,790.31	9999%
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,000.00	0.00	486.00	3,409.00	0.00	591.00	85%
0009605	LIBRARY FINES	10,000.00	0.00	1,393.69	6,562.59	0.00	3,437.41	66%
9600	CHARGES FOR SERVICES	14,000.00	0.00	1,879.69	9,971.59	0.00	4,028.41	71%

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

Fund	Fund Description
426	DIXON PUBLIC LIBRARY DISTRICT

Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
9700	MISC REVENUES							
0009702	CASH OVERAGE	0.00	0.00	0.05	14.20	0.00	-14.20	9999%
0009704	DONATIONS AND CONTRIBUTIO	0.00	0.00	0.00	105.00	0.00	-105.00	9999%
0009708	MISCELLANEOUS SALES-OTHER	1,000.00	0.00	248.41	1,372.24	0.00	-372.24	137%
9700	MISC REVENUES	1,000.00	0.00	248.46	1,491.44	0.00	-491.44	149%
Total Revenue		1,017,400.00	0.00	100,180.22	1,113,887.24	0.00	-96,487.24	109%
Total Expense		1,247,159.13	0.00	115,867.60	805,966.15	0.00	441,192.98	65%
				-15,687.38	307,921.09			

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

Fund	Fund Description
428	DIXON PUBLIC LIB DISTRICT-PFF

Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
2000	SERVICES AND SUPPLIES							
0002235	ACCOUNTING & FINANCIAL SE	3,000.00	0.00	0.00	0.00	0.00	3,000.00	
0002245	CONTRACTED SERVICES	52,800.00	0.00	0.00	0.00	0.00	52,800.00	
2000	SERVICES AND SUPPLIES	55,800.00	0.00	0.00	0.00	0.00	55,800.00	
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	2,000.00	0.00	0.00	3,654.28	0.00	-1,654.28	183%
9400	REVENUE FROM USE OF MONEY	2,000.00	0.00	0.00	3,654.28	0.00	-1,654.28	183%
9600	CHARGES FOR SERVICES							
0009601	CAPITAL FACILITIES FEES	53,800.00	0.00	0.00	82,125.77	0.00	-28,325.77	153%
9600	CHARGES FOR SERVICES	53,800.00	0.00	0.00	82,125.77	0.00	-28,325.77	153%
Total Revenue		55,800.00	0.00	0.00	85,780.05	0.00	-29,980.05	154%
Total Expense		55,800.00	0.00	0.00	0.00	0.00	55,800.00	
				0.00	85,780.05			

Dixon Library Project -Miller Building Upgrade Remodel: Probable Cost

Dixon, CA

A2R ARCHITECTS
A California Corporation

190 S. Orchard Avenue
Suite C 250
Vacaville, CA 95688

o 707.453.0196
f 707.453.1197
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	Item of work	Cost	Total	Remarks
1	**Soft Costs:**			
2				
3				
4	Land cost	$ -		Not applicable
5	Topographic survey	$ 2,500		
6	Testing - Pre-Design	$ 10,000		Concrete, soil
7	Environmental survey and testing	$ 2,500		Not applicable
8	Construction testing and inspection	$ 10,000		
9	Utilities fees	$ 12,000		Service upgrade
10	Total:		$ 37,000	
11				
12				
13	A+E Design Fees	$ 100,000		LEED services N/A
14	Accounting fees	$ 2,000		
15	Attorney fees	$ 2,000		
16	City filing fees - entitlement phase	$ 2,500		Design review app
17	Building Permit	$ 15,000		Allowance
18	Printing & Postage	$ 2,000		
19	Marketing cost/expenses	$ 1,000		
20	Moving expenses	$ 2,000		
21	Furnishings	$ -		NA
22	Total:		$ 126,500	
23	Soft Costs - Grand Total:		$ 163,500	
24				
25	**Hardcosts:**			
26	Item of work	Cost	Total	Remarks
27				
28	Site Work	$ 30,000		Path of Travel/Sidewalks
29	Join Buildings - Addition	$ 120,000		Addition between bldgs.
30	Seismic Upgrade	$ 600,000		
31	Plumbing Upgrade	$ 50,000		
32	HVAC Upgrade	$ 115,000		
33	Upgrade Interior	$ 100,000		Alts to 40% of layout

Dixon Library Project -Miller Building Upgrade Remodel: Probable Cost

Dixon, CA

34	Interior remodeling				Reconfig spaces/layout
35	Remodel Exterior	$	40,000		Clean & Paint
36	New Electrical Service	$	35,000		
37	Staking - Construction	$	2,500		
38	Phone system	$	10,000		Allowances
39	Security system	$	8,000		Allowances
40	Fire alarm system	$	16,000		Allowances
41					
42	Hard Cost - Grand Total:			$ 1,126,500	
43					
44	Total - Soft Cost + Hard Costs:			1,290,000	
45					
46	Subtotal:			$ 1,290,000	
47					
48	Insurance:			$ -	Included in Site & Bldg $
49					
50	Subtotal:			$ 1,290,000	
51					
52	Escalation to mid-point of construction			103,200	
53					
54	Subtotal:			$ 1,393,200	
55					
56	Contingency			$ 111,456	8%
57					
58	GRAND TOTAL:			**$ 1,504,656**	
59					
60					

61 Notes and assumptions:

62 1. The estimate is conceptual in nature & was assembled based on our understanding of the scope and vision of the project

63 2. Construction costs are based prevailing wage rates

64 3. Construction is assumed to start in 12 months from the date of this estimate

65

66

Dixon Library Project -New Program Space + Site Work: Probable Cost

Dixon, CA

A2R ARCHITECTS
A California Corporation

190 S. Orchard Avenue
Suite C 250
Vacaville, CA 95688

o 707.453.0196
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www.a2rarch.com

	Soft Costs:			
Item of work	Cost	Total	Remarks
Land cost	$ -		Not applicable
Topographic survey	$ 10,000		
Geotechnical report	$ 8,000		
Environmental survey and testing	$ 5,000		Not applicable
Construction testing and inspection	$ 25,000		
Utilities fees	$ 50,000		PG&E new service
Total:		$ 98,000	
A+E Design Fees	$ 225,000		LEED services N/A
Accounting fees	$ 2,000		
Attorney fees	$ 2,000		
City filing fees - entitlement phase	$ 6,500		Design review apps
Building Permit	$ 130,000		Allowance
Printing & Postage	$ 7,500		
Marketing cost/expenses	$ 2,000		
Moving expenses	$ 5,000		
Furnishings	$ 70,000		Allowance
Total:		$ 450,000	
Soft Costs - Grand Total:		$ 548,000	

	Hardcosts:		
Item of work	Cost	Total	Remarks
Site Work	$ 782,000		
Building	$ 2,100,000		
Staking - Construction	$ 180,000		
Phone system			Included in Building $
Security system			Included in Building $
Fire alarm system			Included in Building $

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Dixon, CA

Hard Cost - Grand Total:	$ 3,062,000	
Total - Soft Cost + Hard Costs:	3,610,000	
Subtotal:	$ 3,610,000	
Insurance:	$ -	Included in Site & Bldg $
Subtotal:	$ 3,610,000	
Escalation to mid-point of construction	288,800	Included in Site & Bldg $
Subtotal:	$ 3,898,800	
Contingency	$ 82,200	
GRAND TOTAL:	**$ 3,981,000**	

Notes and assumptions:

1. The estimate is conceptual in nature and was assembled based on our unerstanding of the scope and vision of the project
2. Construction costs are based prevailing wage rates
3. Construction is assumed to start in 18 months from the date of this estimate

GROUP 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

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WILLIAM LIM
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TERESA ROM
ARCHITECT

1 March 2018

Steve Arozena, Library Director
Dixon Public Library
230 N First St
Dixon, CA 95620

Re: DIXON LIBRARY SPACE PLANNING

Dear Mr. Arozena:

Thank you for inviting Group 4 ("Consultant") to work with the Dixon Public Library ("Client") to review the Dixon Library space planning project. This letter outlines our proposal to complete this work.

PROJECT UNDERSTANDING:
The Dixon Public Library, located at 230 N 1st Street, Dixon, is an original 1911 Carnegie building with a 1990 addition. The library is interested in exploring interior improvements to the facility to address a number of concerns and develop a cost-effective and comprehensive space plan that accomplishes a range of goals, including:

- How to best utilize the existing library space including the entry & circulation desk, restrooms, administration areas & breakrooms, information desk, computer area & card catalog computers, digital media area, children's reading area, young adult reading area, adult reading area and exterior multi-use patio.
- New finishes and fixtures including tile, carpet, LVT, partition walls, wallcovering, paint, fixed cabinetry, hardware, doors, lighting, bathroom fixtures, acoustical solutions, signage and wall décor/art
- New furniture including shelving, lounge seating, administration office furniture, children's seating area, computer desks & chairs, public work tables & chairs, occasional benches and information boards.

SCOPE OF BASIC SERVICES:
A Project Management Team (PMT) consisting of the Client's designated project manager and Group 4's project manager will provide the day-to-day coordination and guidance of the project. The PMT will meet on a regular basis in person and for on-going project coordination.

Basic Services include a cost consultant to assistant with the preparation of a Conceptual Level Design Cost Plan. No other engineers or specialty consultants are included. Our Basic Services for this part of the project will include the following scope of work:

Phase One: Conceptual Design Space Planning (12-16 weeks)

1.1. Review existing floor plans provided by Client and convert into new electronic format suitable to use as base drawings for this study.
1.2. Conduct PMT #1 to confirm project goals and parameters, establish project systems and controls and review the project schedule.
1.3. Prepare alternative space plans addressing the identified goals.
1.4. Conduct PMT #2 – a collaborative session to review alternative space plans.

1.5. Refine the selected alternative space plan based on comments from the PMT.
1.6. Prepare alternative interior finish and fixture palettes addressing the identified goals.
1.7. Conduct PMT #3 – a collaborative session to review the draft final space plan layout and interior finish and fixture palettes.
1.8. Prepare final conceptual floor plan.
1.9. Refine the selected interior finish and fixture palette.
1.10. Prepare a conceptual level design project budget showing costs for construction, furniture, equipment, moving costs, professional fees, and contingencies.
1.11. Prepare alternative furniture options addressing the identified goals.
1.12. Conduct PMT #4 – a collaborative session to review final conceptual floor plan including interior finish and fixture palette, conceptual level project budget and furniture options.
1.13. Prepare the final interior finish and fixture palette.
1.14. Update the conceptual level design project budget.
1.15. Refine the selected furniture.
1.16. Prepare Conceptual Design Report.
1.17. Conduct PMT #5 – a collaborative session to review the final conceptual design report including conceptual floor plan, interior finish and fixture palette, furniture and project budget.

Summary of Meetings:
- (5) PMT meetings

Summary of Deliverables:
- Conceptual Design Plans, including interior finish and fixture palette and furniture
- Conceptual Level Design Project Budget

OPTIONAL ADDITONAL MEETINGS:
If an additional follow up PMT meeting is required with the Client, we estimate the fee to be $1,500 which includes preparation and documentation for the meeting.

ADDITIONAL SERVICES:
When approved by the Client, services not specifically included in Basic Services, including the services of engineers and consultants, will be performed and the Client shall compensate Group 4 Architecture, Research + Planning at our standard hourly rates.

PROJECT SCHEDULE:
We estimate that our services will be completed in 3-4 months. The draft project timeline associated with our proposed work plan is based on obtaining Client provided information and direction within a timely manner.

FUTURE PROJECT PHASES:
In selecting Group 4 Architecture, Research + Planning, the Client recognizes that Group 4 has the qualifications to provide full planning, architecture, and interior design services including schematic design, design development, construction documents, bidding, construction administration, and post-construction phase services. The Client, at

its discretion, may choose to amend this contract to add these services to the Consultant's Scope of Services for Additional Compensation if mutually agreed to by the Client and the Consultant.

CLIENTS RESPONSIBILITIES:
The Client shall provide information about the project including plans and other available information about the present building as reasonably needed.

COMPENSATION:

	Total Fees
Phase 1: Conceptual Design Space Planning	$45,150
Total Project Fees	$45,150
Reimbursable Budget	*$ 2,400*

Compensation for Basic Services shall be a fixed fee of $45,150. Invoicing will be monthly and reflect the percent complete of services performed during the past month period.

Reimbursable project expenses, such as printing, binding, shipping and handling costs, special exhibits and other expenses directly attributable to the project will be charged in addition to our fees. Project expenses will be billed to the Client at our cost plus 10%. We estimate the cost of Reimbursable Expenses associated with Basic Services to not exceed $2,400.00.

The total estimated cost of fees for Basic Services and reimbursable expenses will not exceed $47,550.00.

INSURANCE:
Group 4 will maintain in effect during the term of this Agreement, insurance of the types and coverage (minimum limits) designated below:

General Liability (Comprehensive Form):	$1,000,000 Combined Single Limit
Professional Liability:	$1,000,000
Worker's Compensation:	Statutory Limit

Group 4's general liability insurance shall contain an endorsement naming the Client as an additional insured under Group 4's policy.

TERMINATION OF AGREEMENT:
This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. The Agreement may be terminated by the Client upon written notice to the Consultant in the event that the Project is abandoned.

MEDIATION:
If a dispute arises out of or related to this Agreement, or the breach thereof, and if the said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle this dispute in an amicable manner by mediation through mutually agreed to mediation service experienced in architectural services and construction matters.

SCOPE OF AGREEMENT:
This is the entire Agreement between the parties and there are no agreements, conditions, or representations between the parties except as expressed herein.

INDEMNIFICATION:
With respect to the operation of Group 4 under this Agreement other than the performance of professional services, Group 4 shall indemnify, hold harmless, and defend the Client and its officers, directors, and employees from and against any and all claims, liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees and other costs of defense, attributable to personal injury, bodily injury, including death, or property damage, including loss of use thereof, and arising out of the negligence or willful misconduct of Group 4 or anyone for whom Group 4 is legally responsible, excepting the portion of those claims, damages, liabilities, losses, and costs caused by the Client's negligence or willful misconduct.

With respect to the performance of professional services under this Agreement, Group 4 shall indemnify and hold harmless, but shall have no obligation to defend, the Client, its officers, directors, and employees from and against liabilities, damages, losses, and costs, caused by the negligent errors or omissions of Group 4 or anyone for whom Group 4 is legally responsible. The Client shall indemnify and hold harmless, but shall have no obligation to defend, Group 4, its officers, directors, sub-consultants and employees from and against liabilities, damages, losses, and costs, caused by the negligent errors or omissions of the Client or anyone for whom the Client is legally responsible.

Notwithstanding any other provision of this Agreement, with respect to the performance of professional services under this Agreement, the Client agrees to limit its claims, if any, against Group 4 to the actual proceeds of Group 4's professional liability coverage required under this Agreement. Group 4 shall maintain professional liability coverage in the amount of at least $1,000,000 per claim and $1,000,000 in the aggregate for the term of this Agreement.

Please contact us if you have any questions about our proposal. Following your review, please indicate your acceptance below by signing and sending an original copy to our office.

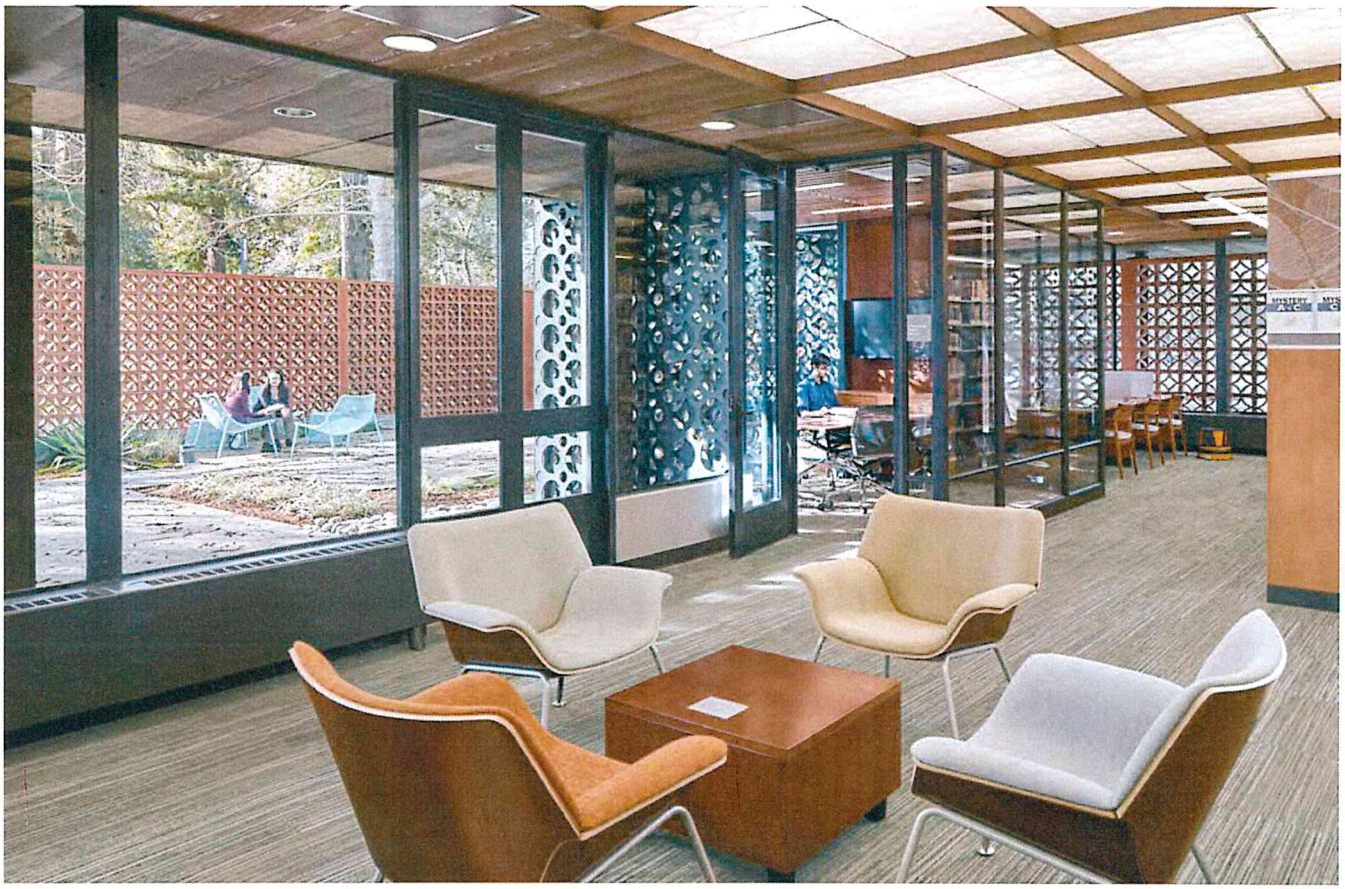
Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Andrea Gifford, Principal
Vice President

Agreed to by:
DIXON PUBLIC LIBRARY ("CLIENT")

_____ _____
Signature Date

_____
Name, Title



INTRODUCTION TO GROUP 4

Group 4 Architecture, Research + Planning, Inc., is a full-service architecture firm dedicated to creating vibrant public places that cultivate dynamic communities. For more than four decades, our inspired and talented staff has provided quality services to public clients and the cities, counties, and districts they serve. Our distinctly inclusive design process engages diverse public, staff, and stakeholder groups in shaping the future of their communities.

Exceeding our clients' expectations and designing facilities that create and communicate a vision for their communities are key reasons behind the success of our projects and the fact that more than half of our business is for repeat clients. The firm prides itself on forming interactive relationships with clients that incorporate the voices of user groups as well as facility managers. Group 4's priorities of excellence in planning and design result in many long-term relationships with our clients.

Our staff includes planners, architects, interior designers, and technical and construction support specialists. We are active in professional organizations such as the American Institute of Architects and the Environmental Design Research Association. Most of our professional staff are LEED accredited.

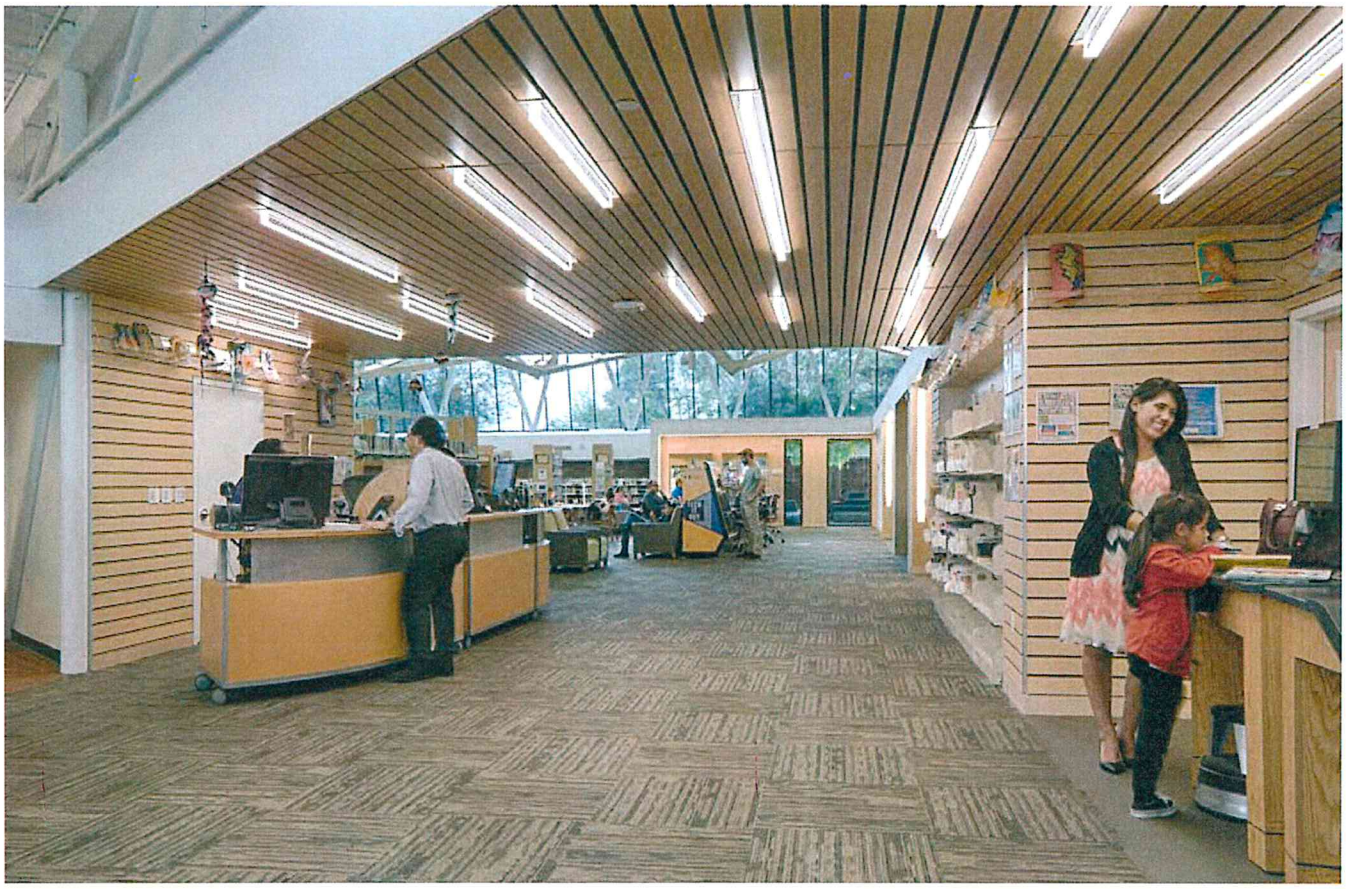
Group 4 Architecture, Research + Planning, Inc.
211 Linden Avenue, South San Francisco, CA 94080
(650) 871-0709 | www.g4arch.com

OUR SERVICES

Group 4 has extensive experience working with public agencies on complex, high-profile projects involving multiple client, consultant, and stakeholder groups. We have planned and designed hundreds of public facilities, from government offices, libraries, community centers, and public safety buildings to corporation yards and maintenance facilities. Our projects encompass new buildings, renovations, expansions, adaptive reuse, interior redesigns, tenant improvements, and furniture and signage design. We understand the unique concerns of public clients, including the multi-agency approvals process and the need to demonstrate fiscal responsibility with public funds.

Group 4 offers comprehensive architectural services, from pre-design through design, construction documents, bidding, construction administration, and post-construction support. We have strong capabilities in interior design, signage, space planning, and furniture selection and procurement.

Our pre-design services include master planning, site selection and analysis, needs assessment, and programming. We provide special studies, renderings, life cycle cost analysis, value engineering, tenant services, and graphic design as needed to support our clients' project needs. Our graphic and written communications services translate complex concepts and data into information for stakeholders and the community in order to build understanding and support.



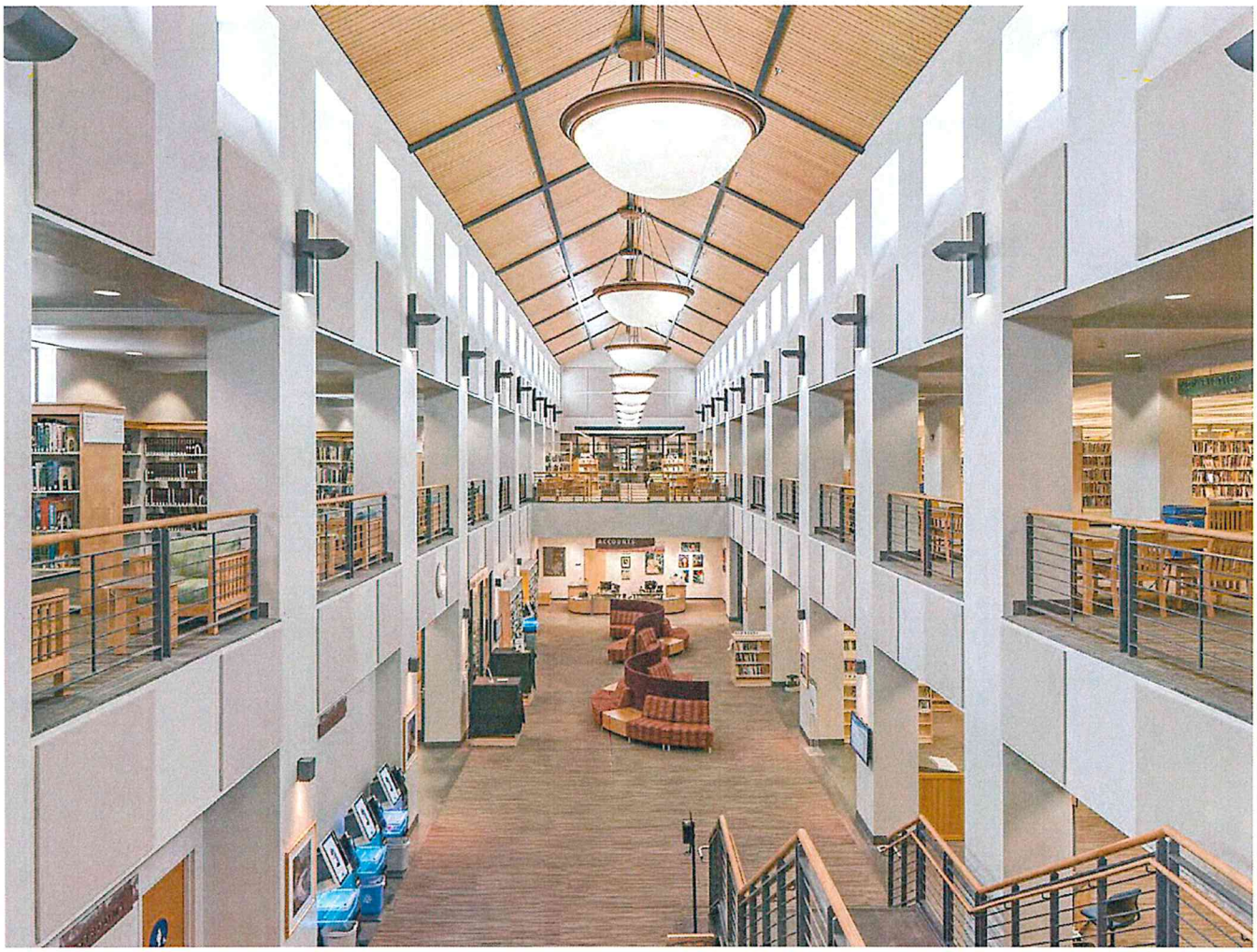
LEADERSHIP IN PUBLIC LIBRARY PLANNING + DESIGN

Group 4 is a national leader in the planning and design of public libraries, with experience on hundreds of libraries from the Pacific coast to the Midwest. Our clear vision of the future of public libraries is key to the success of our projects. Many of our library designs have received honors from professional organizations and enthusiastic praise from library staff and community members. In our library projects we strive to meet three key goals:

- **Sustainable Communities.** Public libraries are our communities' highest-used and most cherished civic institutions. In response to changing customer needs, libraries are evolving from repositories of information to centers of learning, collaboration, and civic engagement. This evolution has clear implications for the design of library facilities, which must place a new emphasis on space for people, and must be flexible and adaptable in order to continue to serve their communities well into the future.

- **Sustainable Operations.** Our libraries are recognized for highly functional and efficient operations. We work with our clients to streamline workflow, integrate public- and staff-side technology, and empower customers to manage their own library experience through self-service amenities and clear wayfinding. We also promote the ability to operate libraries in multiple modes that extend hours of service and better serve community needs.

- **Sustainable Design.** Whether new construction, renovation, or adaptive reuse, Group 4 libraries strive for comprehensive sustainable performance, promoting healthy communities and a healthy planet. We have designed library projects certified at all LEED levels including Platinum, and have experience helping clients navigate sustainability strategies such as on-site renewable energy and Zero Net Energy design. Group 4's library projects have qualified for more than a million dollars in rebates through utilities and grant programs.



CARLSBAD DOVE LIBRARY MODERNIZATION

The City of Carlsbad recently commissioned Group 4 to renovate two of its three libraries to modernize library service, improve operations, and freshen the library experience while preserving each building's desirable qualities and character.

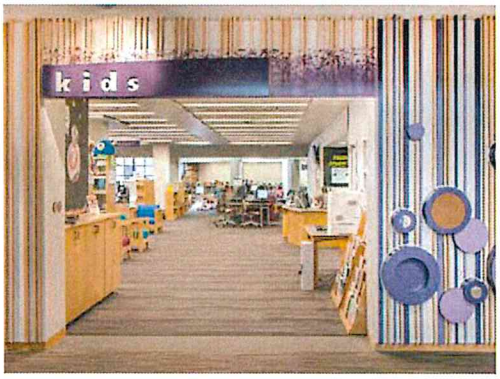
The 64,000 SF Dove Library, originally completed in 1999, serves as the city's main library. The renovation introduced a variety of new user group spaces, collaborative work spaces, and a 21st century service model. The project also activated an underused courtyard and refurbished a community auditorium.

Modernization scope included replacement of finishes and carpets, reconfiguration of technology and stacks areas, construction of dedicated meeting rooms, study rooms, and teen spaces, FF&E, improvements to back-of-house spaces, exterior repairs and upgrades, ADA upgrades, and incorporation of modern mechanical, low voltage, and fire prevention systems.

The library reopened in 2016.

AWARDS

- *CMAA San Diego Project Achievement Award*

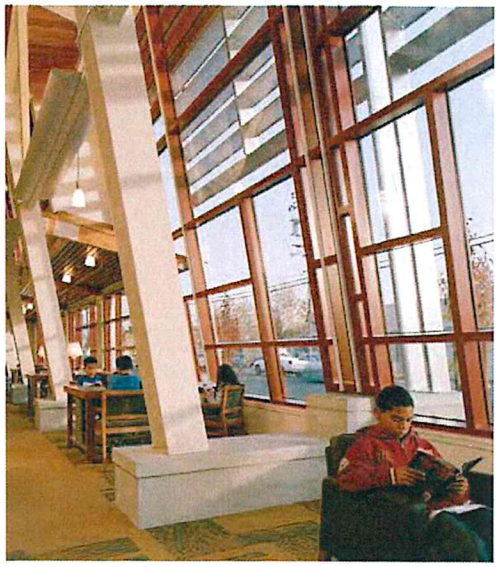


SAN LEANDRO
WASHINGTON MANOR BRANCH LIBRARY

The Washington Manor Branch Library links a residential area with a small, vibrant commercial district in the heart of an ethnically diverse community. The challenge was to meet the community's needs – including a 30,000 volume collection, 26 computers, community program room, children's and teen spaces, group study space, and parking for 32 cars – on a compact site in a scale that complements the library's urban context.

The plan is a study of efficiency, flexibility, and functionality. Features such as express checkout stations, intuitive wayfinding, logical spatial relationships, and clear circulation paths maximize customer self-sufficiency. Both the main service desk and the staff work room have excellent visibility of public areas. Returned materials are streamlined from the public drops into the sorting area, facilitating quick reshelving. The program room, which can be used independently from the rest of the library, has its own prominent entrance.

Group 4 provided comprehensive project services, beginning with a citywide library facilities master plan and a community library service needs assessment. Group 4 also provided full design and engineering services, including interior design and FF&E, as well as grantwriting assistance, helping the community secure $3.8 million in grants for the project.



AWARDS

- *AIA San Mateo County Honor Award*

PALO ALTO RINCONADA LIBRARY RENOVATION + EXPANSION

The historic renovation and strategic modernization of Edward Durell Stone's 26,000 SF 1958 Palo Alto Main (now Rinconada) Library preserves the architect's trademark of interlaced interior and exterior spaces and other character defining features while introducing spaces and FFE to accommodate contemporary library needs.

Iconic original components include a permeable terracotta veil enclosing the building and two generous courtyards, and a vast double-pitched wood shingle roof capping the building – these elements were carefully reinforced and replaced to meet current building codes. Interior elements such as the luminous ceiling panels and maple finishes were demounted and cleaned, also allowing installation of modern building systems.

Additions totaling 4,000 SF introduce two group study rooms (incorporated within the reading room's glazed walls) and a community room – these spaces are encircled by a perforated metal screen which echoes, and at times lifts, the original terracotta veil. A new lobby interiorizing outdoor components contributes to a continuation of Stone's ageless design values.

AWARDS

- *AIA San Mateo County Honor Award*
- *AIA San Francisco Merit Award*
- *APWA Silicon Valley Project of the Year*
- *CPF Preservation Award Winner, Contextual Infill*
- *Palo Alto Stanford Heritage (PAST) Institutional Restoration & Remodel Award*
- *ASHRAE Golden Gate First Place, Existing Institutional Buildings*

SAN LORENZO LIBRARY

The San Lorenzo Library modernizes and nearly doubles the size of a 1960s era library serving unincorporated Alameda County. The addition echoes the original reading room's open, light-filled design and expressive structural framing while infusing the library with new spaces to support its community-spanning mission.

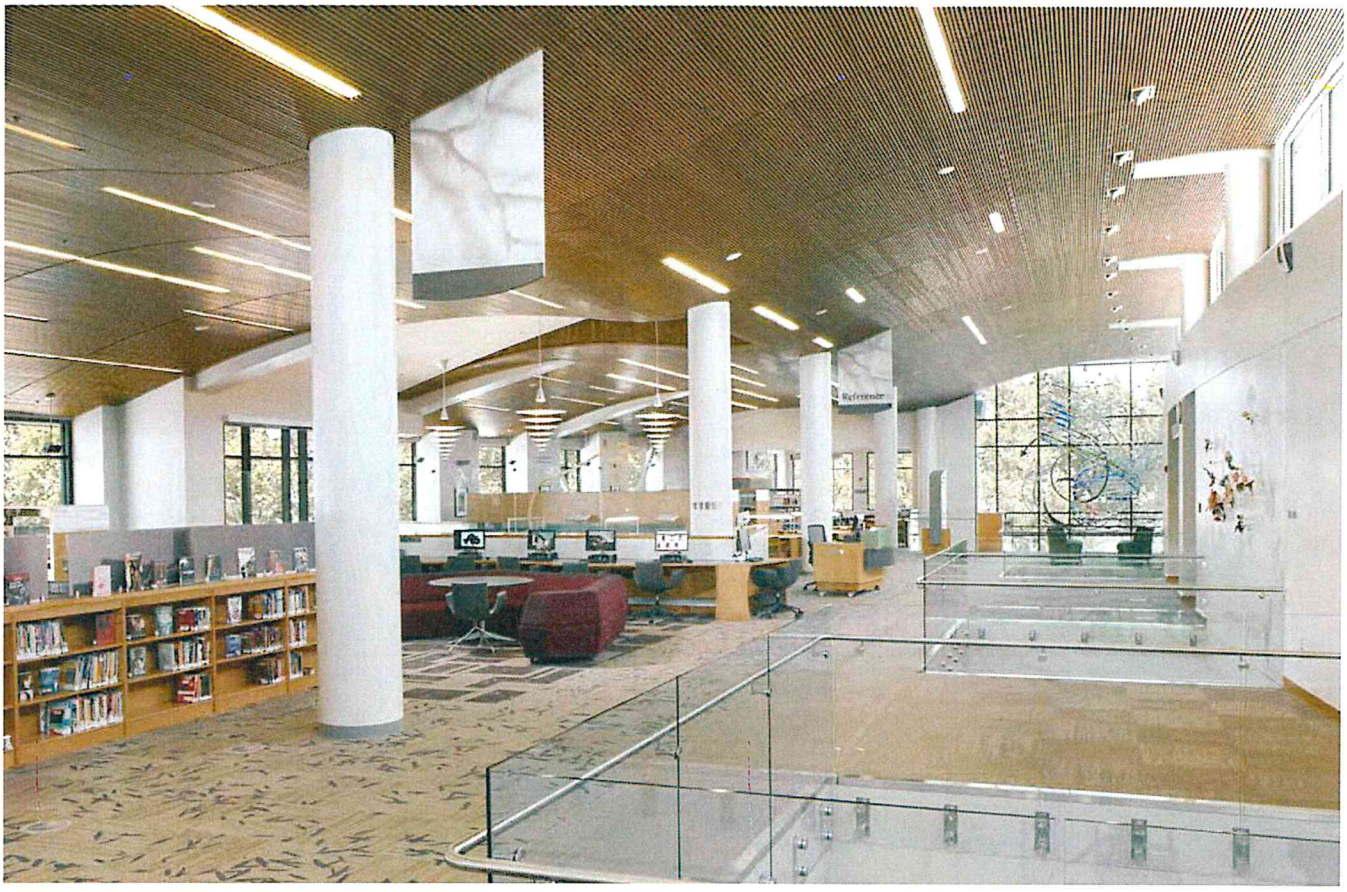
The building was designed with flexibility highest in mind, and incorporates a raised floor system allowing easy relocation of power outlets. An independently accessible community room now now hosts afterhours events such as exercise classes and County meetings. The great reading room utilizes furniture on casters that can be collapsed to accommodate large events. The library's new layout places staff desks at the middle of a bowtie-shaped floor plan, permitting sight lines to all spaces from one location, and allowing the doubled-in-size facility to operate with the same sized staff.

A generous front porch formed by a dramatic butterfly roof overhang reverses the introverted orientation of the original building. The porch has become a local landmark, hosting everything from food truck picnics to mariachi and brass band performances, and bike clinics, and promising many imaginative opportunities to come.

The project was developed in coordination with extensive public feedback, and weaves San Lorenzo's cultural and built history into a destination that celebrates the area's unique identity. Since opening this project has become a model for future facility improvements within the Alameda County Library system.

AWARDS

- *AIA East Bay Citation Award*



WALNUT CREEK LIBRARY

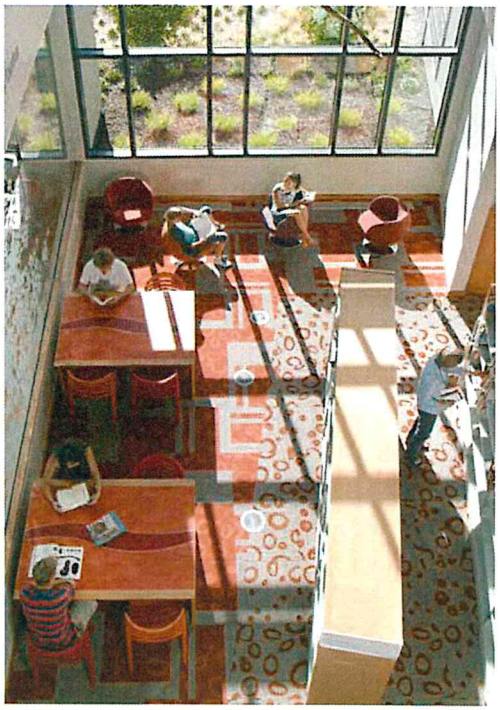
The new Walnut Creek Library replaces a 9,900 SF 1961 predecessor on the same site. The design team worked closely with local stakeholders to identify opportunities to provide diverse, inviting public spaces, meet the needs of groups utilizing the library for workforce development, and more closely integrate a larger facility into its downtown and parkside settings.

An internal boulevard connects multiple entrances and engages patrons with library services and materials. The library's array of spaces includes a divisible events space, a board style conference room, group study rooms, a technology center, a business center, a gaming space, and a café/friends/new media browsing marketplace.

The library links the downtown commercial district and Civic Park, and utilizes surface and underground parking to preserve park space and help achieve LEED Gold certification.

AWARDS

- *LEED-NC Gold*
- *CoD+A Award – Institutional Category*



MaryAnnDowney
InteriorDesign

PROPOSAL
DESIGN SERVICES
DIXON PUBLIC LIBRARY

January 5, 2018

Steve Arozena
Senior Administrator Dixon Public Library
230 N. 1st Street
Dixon, California 95620

Dear Mr. Arozena,

We are pleased to present this proposal to provide a comprehensive design blueprint for the Dixon Public Library.

Based upon our site visit with you, it is our intention to not only fulfill the requirements you requested in updating the facility and improving its functionality for all areas, but to make those changes relate to the exterior period of the building in a timeless but innovative fashion. We also understand, what with all the services you provide, that durability and simple maintenance for all new finishes need thoughtful consideration. Being involved in both residential and commercial design, we can offer you a combination of the best of both worlds for maximum comfort, suitability and maintenance in your facility.

If this proposal meets with your approval, please sign and date. We will then issue a contract for your project.

I have attached a project history of my office and biography of the firm.

Sincerely,

Mary Ann Downey
Principal/ Senior Designer
Mary Ann Downey Interior Design

1002 7th Avenue, Sacramento, CA 95818, Ph: 916.443.2509, Fx: 916.443.3350
office@madinteriordesign.com

BIOGRAPHY

Mary Ann Downey Interior Design, established in 1979, is a comprehensive residential and commercial interior design firm. We combine over 52 years' experience with cutting edge design applications to provide our clients a complete blend of design and consulting services.

We are enthusiastic and passionate about providing functional and aesthetically pleasing solutions for our clients that prove timeless no matter what the style. Projects are developed with attention to detail and clients are involved in the process as they desire. Constant communication with clients lead to projects that feature design originality. Timeliness is always a critical component of any project. Our experience allows us to seamlessly work with vendors and contractors to achieve maximum results within required time frames.

The following is an abbreviated list of offered services for both residential and commercial projects:

Creative Consultation and Client Needs Assessment
As-Builts, Floor Plans and Building Layout Drawings
Residential/Commercial Space Planning
Remodel Space Planning
Specifications of all Building Materials and Interior/ Exterior Finishes
Commercial Furniture Specifications
Design &/or Procurement of Furniture, Floorings, Window Treatments, Fabrics,
Interior and Exterior Color Scheme Selections
Inventory and Relocation for Existing Furniture
Presentation Boards

Over the years, our firm has been noted in many publications including The Sacramento Bee and The Business Journal. Mary Ann has made guest appearances on local television shows and had her work has been published in Formica Corporation's Deco Metal marketing brochure. In 2004, our Small Business Administration project won the esteemed McGraw Hill Best of California Award, and in 2008 an entire house remodel received the National NARI Coty Award. MAD Interior Design has been a participant in numerous Show Houses and charitable events throughout its career.

Mary Ann Downey Interior Design has completed hundreds of successful residential and commercial projects, with a long list of satisfied clients. Commercial projects include Corporate, Government, Education, Medical/Dental and Hospitality Projects. We have included a list of some various projects for references. Photographs of some of those projects can be seen on our website: www.madinteriordesign.com

SCOPE OF WORK

1002 7th Avenue, Sacramento, CA 95818, Ph: 916.443.2509, Fx: 916.443.3350
office@madinteriordesign.com

SPACE PLANNING

To Include the Following Areas

- Entry & Circulation Desk
- Restrooms
- Administration Areas & Breakroom
- Information Desk
- Computer Area & Card Catalog Computers
- Digital Media Area
- Children's Reading Area
- Young Adult Reading Area
- Adult Reading Area
- Exterior Multiuse Patio

FINISHES & FIXTURES

For All Areas Including Design Drawings as Needed

- Tile
- Carpet
- LVT
- Partition Walls
- Wallcovering
- Paint
- Fixed Cabinetry
- Hardware
- Doors
- Lighting
- Bathroom Fixtures
- Acoustical Solutions
- Signage
- Wall Décor/Art

FURNITURE

For All Areas (May or May Not Include the Following)

- Shelving
- Lounge Seating
- Administration Office Furniture
- Children's Seating Area
- Computer Desks & Chairs
- Public Work Tables & Chairs
- Occasional Benches
- Information Boards

DELIVERABLES

SPECIFICATION BOOKS (2)

Inclusions:

- Space Plans for areas per Scope of Work
- Materials and Finishes per Area: Flooring, Walls, Acoustical Solutions, Lighting, Built-In Cabinetry, Interior & Exterior Paint Schemes, etc.
- Lighting Diagrams/ Electrical
- Finish Schedule
- Floor and Wall Auto Cad Diagrams of Architectural Details, Tile Designs, Wall and New Ceiling Designs as Needed for Installation.
- Furniture Manufacturers and Specifications for Purchase.
- Contact Information Sheet of all Vendors
- Presentation Boards

Exclusions:

- As-Built Auto Cad Drawings (Provided by Architect)
- Architectural, Landscape or Permit Set Plans
- Millwork Drawings for Production
- Furniture Procurement Under Separate Contract*

*We can provide this service if desired.

FEES: $ 22,500.00

Dated: _____

_____
MaryAnn Downey
MARYANN DOWNEY
INTERIOR DESIGN

Dated: _____

_____
[Client name]

1002 7th Avenue, Sacramento, CA 95818, Ph: 916.443.2509, Fx: 916.443.3350
office@madinteriordesign.com

General: understand you would like the library to be updated with new furniture and color palettes

Provide floor plans and elevations where necessary to show furniture layout.

Specify flooring throughout understanding you are open to options that still carry acoustical properties and that you would like carpet and luxury resilient flooring options.

Specify paint palette throughout.

Provide a theme and/or direction understanding you would like cool colors (greys, blues, greens) and would like to do away with the existing burgundy color.

Understand your current window coverings function okay but are open to new options. Understand they remain closed most of the time.

Suggest exterior paint palette to coordinate and compliment the interior understanding the Carnegie side may have historical guidelines that we will wait to hear confirmed from you.

Suggest aesthetic for ceiling that has acoustical properties.

Understand there needs to be more ADA accessibility and storage throughout.

Understand you would like to display old photographs that currently sit on top of library shelving. Suggest framing and location.

Specify lighting throughout including general, task and ambient lighting.

Provide vendor referrals where necessary.

Entry:

Create a welcoming space for guests.

Suggest overall design for new circulation desk.

Specify materials for circulation desk.

Understand you are open to combining information + circulation.

Understand there is a need for 2 computer stations + information, if they are combined.

Specify lighting to create a designated entry.

Understand catalog drawers are highly used and will need to be worked into new desk design.

Understand ample storage is needed in this space along with the storage behind circulation desk that houses book requests.

Adult Section/Kids Overflow (Juvenile Nonfiction):

Provide floor plan and elevations where necessary to show furniture layout.

Specify tables understanding the current size + number of tables works well.

Specify chairs for table setting.

Specify overall lighting including general, pendants and/or sconces according to seating placement to add softness and ambiance.

Specify shelving for books understanding the current shelving holds roughly 1,800 books per shelf. Understand you would like the bookshelf frames to be less bulky.

Specify lounge chairs.

Specify side and/or coffee table for lounge area.

Specify shelving to display new book introductions.

Computer/DVD/Information Area:

Provide floor plan and elevations where necessary to show furniture layout.

Specify overall lighting.

Specify information desk understanding this needs to be smaller + have a better storage solution.

Specify shelving for DVD's + CD's understanding you have been looking at AV shelving.

Understand that the print station will stay in this area.

Specify tables for computer station understanding there are 10 existing computers.

Understand the new configuration will need to account for new wider screen computers.

Specify chairs for computer stations.

Kids Area:

Provide floor plan and elevations where necessary to show furniture layout.

Specify overall lighting.

Specify shelving for books understanding more storage is needed in this space.

Suggest storage solution for kid's DVD's understanding you would like them moved out of the hallway.

Understand the desk in this space is new and functions well.

Specify new tables that can be moved around easily understanding story time happens in this area.

Specify chairs for tables.

Specify tables for kids computers.

Specify storage cabinet understanding the current one holds chargers, prizes, story time materials, etc.

Understand overall this area needs to be more ADA accessible with more floor place and more space for material.

Quiet + Teen Area (upper level):

Provide floor plan and elevations where necessary to show furniture layout, understanding you would like this area to feel special.

Specify overall lighting.

Specify shelving for books.

Understand the benches overlooking the kids area will be removed.

Specify new lounge chairs.

Specify side and/or coffee tables for lounge areas.

Specify tables.

Specify chairs for tables.

Understand there needs to be a more distinct separation of the quiet area from the teen area.

Employee Office Area:

Provide floor plan and elevations where necessary to show furniture layout.

Specify overall lighting.

Specify desks understanding two of them are used by full time employees and one is used for multiple part time employees.

Specify chairs for desks.

Understand this area is short on work space and storage and counter space is needed.

Suggest solutions for closed storage.

Understand this area has the only ADA accessible bathroom that patrons use as well and needs to be easily accessed.

Steve's office: specify new furniture with more storage.

Steve's office: understand you'd like the window closed off. Specify large cork board for bulletin and news.

We typically charge $225/hour, but would like to offer you a package price of $16,995. We would jump on pulling flooring, furniture, finishes, etc. immediately so we can present to you in the next few weeks at our Design Lab. With this presentation, we would show you a board and tray format where you get a "road map" of images reflecting our specifications and live samples (tile samples, finish swatches, etc.). You would also receive a spreadsheet with all of the product specifications and pricing for prioritizing purchases. Should you agree to the above scope, we would require a check for a non-refundable deposit

of $8,995 along with the attached signed contract. The balance would be due upon presentation of our designs. Please let this email serve as an addendum due to the package pricing.

Have a great day and we'll talk to you soon!