

**Tazewell County Public Library  
Board of Trustees  
Regular Meeting  
Thursday, April 15, 2021, 3:30 PM  
Tazewell County Administration Building**

- I. Roll Call**
- II. Approval of agenda**
- III. Approval of March meeting minutes**
- IV. Director's Report**
- V. Financial Report**
  - a. As of March 31, 2021, the library had spent \$749,800.32, 69.42% of the annual budget.
  - b. As of March 31, 2021, the library had received \$6,021.14 in fines and fees.
- VI. Committee Reports**
- VII. Unfinished Business**
  - a. Pocahontas expansion
    - i. Branch name- Pocahontas Branch vs. Emma Yates Branch
  - b. 2021-2026 Strategic Plan
- VIII. Executive/Closed Meeting – Pursuant to Virginia Code, Section 2.2-3711**
  - a. Bids for replacing the carpet in Tazewell
- IX. Return, Certification, Report of Action**
- X. New Business**
- XI. Public Comment**
- XII. Adjourn**

Next meeting is Thursday, May 20, at 3:30 at the Tazewell County Administration building.



**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell County Administration Building, 197 Main St., Tazewell, Va.,  
March 18, 2021 at 3:30 p.m.**

**Present:** Karel Ryan, vice chair  
Michele Crigger, trustee  
Mary Sue Dean, trustee  
Connie Bailey, trustee  
Erica Hall, TCPL Director  
Cassie Ogle, TCPL Technical Services Librarian  
Chris Wilkes, TCPL Assistant Director

**Absent:** Regina Roberts, chair

**Public attendees:** Eric Young, Tazewell County Administrator

**1. CALL TO ORDER:** Vice Chair Ryan called the meeting to order at 3:30 p.m.

**2. CONSIDERATION OF APPROVING THE AGENDA FORMAT**

**ADDITIONS/DELETIONS:** Agenda accepted as submitted.

**3. APPROVAL OF MINUTES:** A motion was made by Trustee Dean with a second by Trustee Crigger to accept the January meeting minutes with the edits suggested by Trustee Bailey. With all trustees present voting in favor of this and none opposed, the motion passed.

**4. DIRECTOR'S REPORT:**

Foundation: The feasibility study to be completed by Mr. Huber has been approved. Trustee Ryan has set up a video conference to discuss endowment options for the donated funds from the Leslie Estate.

Friends of the Library: The FOL will meet in April on the front porch at the Tazewell library. A new iPad was purchased for the Youth Services department for recording virtual programs. The FOL has approved funding for a magician to perform an outside program during the Summer Reading Program.

Programs: A new digital service, Hoopla, has been added. Digital magazine service has been moved from RB Digital to Libby. TCPL has seen a 33% increase in digital checkouts. Youth services is looking at ways to provide programming for the Summer Reading Program. Youth services celebrated Dr. Seuss's Birthday week with virtual programming and visits to Head Start by the Cat in The Hat. Other virtual programs include a virtual field trip to the animal shelter and unboxing videos. There have been several donations recently which include one donation that provided \$1500 of STEM activity items to the Bluefield Branch. TCPL has joined the Sustainable Shelves program through Baker & Taylor which allows us to send weeded books to them for credit toward purchasing new books. Books not accepted for credit are sent to be pulped by Baker & Taylor.

Staff: Darla Blackwell was hired to work at the Pocahontas Branch and has been working at Tazewell for training.

Building: The heat pump at Tazewell is being worked on by The Furnace Man to fix some issues that have been occurring. Director Hall is working on getting a new outdoor sign for Tazewell. Connie Allen is working on a grant for fixing the exterior of the Richlands branch building. A mural was painted in the hallway at Tazewell by Renee Wienecke. Two quotes have been received for replacing the carpet at Tazewell and a third is expected within the coming week.

#### **5. FINANCIAL REPORT:**

- a. As of February 28, 2021, the library had spent 60.72% of the annual budget.
- b. As of February 28, 2021, the library had received \$5,202.99 in fines and fees.

#### **6. COMMITTEE REPORTS**

- a. Strategic Planning Committee – The strategic planning committee had a meeting on January 13, 2021 and a short finalizing meeting on February 4, 2021. The strategic plan is complete and ready for review by the Board of Trustees.

## 7. UNFINISHED BUSINESS

### COVID – Mask policy

- a. Director Hall requested clear guidance from the Board on how to proceed with mask-wearing in the libraries. Director Hall gave an overview of the staff's methods of abiding by and enforcement of the mask mandate and stated that only one conflict had been reported since the mandate began. Vice Chair Ryan stated that policies approved by the board, consistent with executive orders, are not biased or based on personal opinions. Vice Chair Ryan read Virginia Executive Order 72 Section III – A – 1: "All individuals in the Commonwealth aged five and older must cover their mouth and nose with a face covering, as described and recommended by the CDC, if they are in an indoor setting shared by others. This requirement applies to state and local government settings, train stations, bus stations, and intrastate public transportation, including buses, rideshares, trains, taxis, and cars for hire, as well as any waiting or congregating areas associated with boarding public transportation. This requirement shall not apply in any area under federal jurisdiction or control."

A discussion followed regarding staff's obligation to abide by the mask mandate and maintain positive customer service. It was suggested during the discussion that having a policy in place supports the director and provides guidance to the staff. Director Hall discussed how enforcement of the mask mandate is similar to the enforcement of the conduct policy that TCPL already has in place. TCPL has been following the guidelines of the Infectious Disease Preparedness Plan that was developed as part of the Emergency Temporary Standard (now known as Emergency Permanent Standard) to stay in compliance with Virginia Executive Order 72. The Infectious Disease Preparedness Plan was provided to the Board of Trustees during the October

meeting, but it was determined at that time that it was not necessary for the Board of Trustees to vote to approve it as policy.

Eric Young, Tazewell County Administrator provided insight as to how other county agencies are handling enforcement of Executive Order 72 and as to when the Virginia General Assembly may amend or establish a new executive order to replace Virginia Executive Order 72.

A motion was made by Trustee Dean for the board to move to adopt as its policy to direct the director to comply with Virginia Executive Order 72, specifically Section III – A – 1, as amended from time to time. Second by Trustee Crigger. With all trustees present in favor and none opposed, motion carries.

A motion was made by Trustee Bailey, with a second by Vice Chair Ryan, to include a written statement submitted by Wendy Brady in the meeting minutes (see Appendix).

Pocahontas:

- a. Progress update: Items from the former Emma Yates Memorial Library collection have been assessed and some items were removed due to mold or other damage. The space has been clean thoroughly and rearranged to utilize the space effectively. Networking equipment, a new phone, and a new circulation computer have been ordered. Planning a soft opening during April with an official ribbon cutting opening during May.
- b. Name for new branch: Vice Chair Ryan suggested to call the new branch the Pocahontas Branch to maintain naming continuity with the other branches. Trustee Dean suggested the name to be hyphenated as Pocahontas – Emma Yates Branch. Trustee Crigger discussed keeping Emma Yates as part of the name due to the VDOT signs that are already installed at both the town of Pocahontas entry points. Vice Chair Ryan suggested installing a plaque on the building indicating

that it is the Home of Emma Yates in lieu of using the name for the branch so that the VDOT signs would still be accurate. Trustee Bailey was in support of using both Pocahontas and Emma Yates. Director Hall suggested that a special collection within the library be named the Emma Yates Memorial Collection. Decision on the name for the new location tabled until next meeting.

**8. NEW BUSINESS:**

- a. 2021-2026 Strategic Plan – Discussion postponed until next meeting due to time.

**9. PUBLIC COMMENT:** Public comments were made within the discussion of the COVID Mask Policy.

**10. EXECUTIVE/CLOSED MEETING – PURSUANT TO VIRGINIA CODE, SECTION 2.2-3711**

- a. Personnel matter regarding Library Director – Executive session began at 5:11 and ended at 5:32.

**11. RETURN, CERTIFICATION, REPORT OF ACTION**

- a. Trustee Dean, Trustee Bailey, and Vice Chair Ryan all certify “Yes”.

**12. ADJOURNMENT:** There being no further business, the meeting was adjourned by Vice Chair Ryan at 5:34 pm.

The next regular meeting is scheduled for Thursday, April 15, 2021 at 3:30 pm at the Tazewell County Administration Building.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

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**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**March 18, 2021**

**Tazewell County Administration Building**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of January 21, 2021**
- 3. Director's Report**
- 4. Statement from Wendy Brady**

**DRAFT**



**Appendix:**

**Statement submitted by Wendy Brady:**

My name is Wendy Brady, and I am a member of the Tazewell County Friends of the Library, as well as a frequent library visitor.

I do not want to get COVID. I will not go places where I feel I am at risk. I have learned which stores and institutions in Tazewell follow the state mask mandate and which do not, and I do not go into establishments where people are not wearing masks. So far, the library has been a place where I have felt safe. They have abided by health mandates and recommendations such as disinfecting areas and materials, maintaining social distancing, and urging patrons to wear masks and wash their hands. This makes me feel that the library cares for me and for all its patrons.

According to the Virginia Department of Health, new variants of COVID have appeared around the globe and been found in Virginia. At least one of these, the UK variant, spreads more quickly and is more deadly than previous variants. According to the Centers for Disease Control, the spread of all variants of COVID-19 can be significantly reduced by mask-wearing.

The CDC states, "Masks work best when everyone wears one." A mask does not only, or even primarily, protect the person who is wearing it, but those around them. Although individuals will soon be able to choose to get vaccinated to protect themselves, Virginia is currently in phase 1b of COVID vaccination, which means only around 50% of Virginians are eligible to receive a vaccination. Right now, we have to count on each other for our own protection, and we have to sacrifice comfort to protect those around us.

The library has been a place where staff and patrons have been taking care of each other by wearing masks. I hope that it remains a place where I and other patrons can feel safe.



**TAZEWELL COUNTY PUBLIC LIBRARY  
PROGRESS REPORT**

**Department: Administrative      Month February Year: 2021**  
**Submitted by: Cassie Ogle      Date: April 6, 2021**

**FINANCIAL:**

Financial reports as of 3/31/2021 are attached.

The following monetary donations/refunds were reported during March 2021.

<b>BRANCH</b>	<b>FROM</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>

**PERSONNEL:**

Interviews conducted for the open part-time position.

**MAINTENANCE/FACILITIES:**

The first of the new parking lot lights has been installed at Bluefield.

**STAFF DEVELOPMENT:**

Cassie Ogle & Jade Crabtree attended the IUG conference virtually March 22-25.







**Collection Development  
Materials Added  
2020-2021**

	Tazewell	Richlands	Bluefield	Pocahontas	Total	CumTotal
<b>Books</b>						
Jul	87	48	45		180	180
Aug	21	19	13		53	233
Sep	53	60	14		127	360
Oct	99	101	91		291	651
Nov	242	189	192		623	1274
Dec	33	29	37		99	1373
Jan	54	55	77		186	1559
Feb	172	138	140		450	2009
Mar	178	150	160	357	843	2852
Apr					0	2852
May					0	2852
Jun					0	2852
<b>Total</b>	<b>937</b>	<b>789</b>	<b>769</b>		<b>2495</b>	

	e-Resources	e-Books	e-Audiobooks	Total	CumTotal
Jul		27	8	35	35
Aug		68	6	74	109
Sep		52	29	81	190
Oct		0	0	0	190
Nov		0	0	0	190
Dec		0	0	0	190
Jan		0	0	0	190
Feb		0	0	0	190
Mar		0	0	0	190
Apr				0	190
May				0	190
Jun				0	190
<b>Total</b>		<b>147</b>	<b>43</b>	<b>0</b>	<b>190</b>

				Total	CumTotal
<b>Audio</b>					
Jul	4	4	4	12	12
Aug	0	0	0	0	12
Sep	0	0	0	0	12
Oct	3	3	2	8	20
Nov	7	5	7	19	39
Dec	0	0	0	0	39
Jan	0	0	0	0	39
Feb	4	5	5	14	53
Mar	4	2	3	9	62
Apr				0	62
May				0	62
Jun				0	62
<b>Total</b>	<b>22</b>	<b>19</b>	<b>21</b>	<b>62</b>	

	Kits etc.	Kits	Board Games	Total	CumTotal
Jul	0	0	0	0	0
Aug	0	0	0	0	0
Sep	0	0	0	0	0
Oct	0	0	0	0	0
Nov	0	0	0	0	0
Dec	0	0	0	0	0
Jan	0	0	0	0	0
Feb	0	0	0	0	0
Mar	0	0	0	0	0
Apr				0	0
May				0	0
Jun				0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

				Total	CumTotal
<b>DVD</b>					
Jul	0	0	0	0	0
Aug	0	0	0	0	0
Sep	0	0	1	1	1
Oct	10	12	9	31	32
Nov	9	8	8	25	57
Dec	22	18	18	58	115
Jan	0	0	0	0	115
Feb	0	0	0	0	115
Mar	11	14	18	43	158
Apr				0	158
May				0	158
Jun				0	158
<b>Total</b>	<b>52</b>	<b>52</b>	<b>54</b>	<b>158</b>	

		Total	CumTotal
<b>Withdrawals</b>			
Jul	302	302	302
Aug	154	154	456
Sep	25	25	481
Oct	201	201	682
Nov	45	45	727
Dec	444	444	1171
Jan	14875	14875	16046
Feb	488	488	16534
Mar	356	356	16890
Apr		0	16890
May		0	16890
Jun		0	16890
<b>Total</b>	<b>16890</b>	<b>16890</b>	

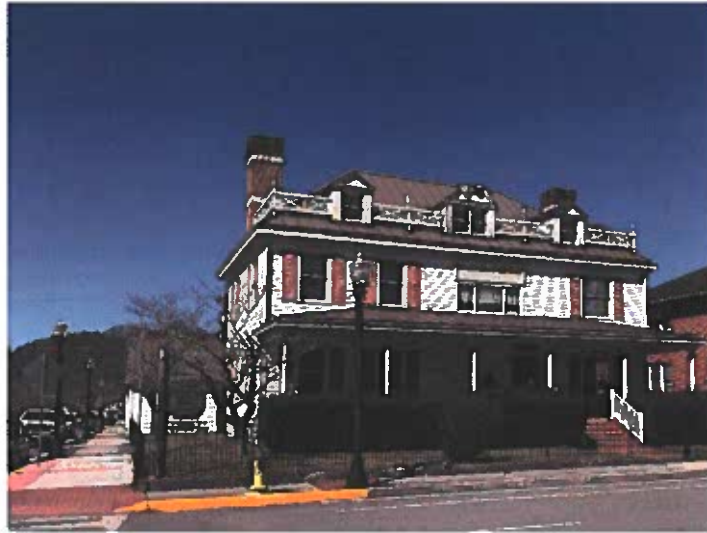
Total in Collection:	Items	Bibs
Jul	126,581	98,290
Aug	126,595	98,292
Sep	126,798	98,448
Oct	126,854	98,553
Nov	127,508	99,061
Dec	127,047	98,811
Jan	112,861	84,601
Feb	112,869	84,672
Mar	113,449	85,159
Apr		
May		
Jun		

	DVD's	Books	Audio	Cover & Laminate	Total	CumTotal
Jul	0	9	0	5	14	14
Aug	0	14	0	0	14	28
Sep	0	0	0	0	0	28
Oct	0	20	0	11	31	59
Nov	0	420	0	0	420	479
Dec	0	300	0	0	300	779
Jan	0	60	0	0	60	839
Feb	0	150	0	0	150	989
Mar	12	332	2	7	353	1342
Apr					0	1342
May					0	1342
Jun					0	1342
<b>Total</b>	<b>12</b>	<b>1305</b>	<b>2</b>	<b>23</b>	<b>1342</b>	





**FACILITIES STUDY  
RICHLANDS BRANCH  
Tazewell County Public Library**



**Prepared for:  
Tazewell County Public Library Foundation**

**March 24, 2021**



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A. INTRODUCTION

This study was commissioned by the Tazewell County Public Library Foundation to assess the current and future space needs of the Richlands Branch of the Library. To accomplish this task, the writer met with the Foundation Board and staff at the Tazewell and Richlands facilities, reviewed plans for the renovations/addition completed in 1986, and surveyed the Richlands facility and site with an on-site inspection on Thursday, March 4, 2021. The drawings done in 1986 reflect the current configuration with the following exceptions:

1. Wheelchair lift was not installed
2. An accessible ramp to the front porch has been added.
3. Some furniture/shelving is situated differently.
4. Cedar shakes installed in 1986 have been replaced with a metal roof.

B. CURRENT PHYSICAL CONDITIONS

1. Building Envelope

The building's wood siding is in need of painting. There is some rot at the trim between the foundation and siding at the rear addition. There is also some trim damage at the eave of the addition, where the concealed gutter appears to be leaking.

The metal roof (which was installed to replace the wood shingles installed in 1986), is in good condition.

The windows, which were replaced in 1986, have fogged glass at many locations, due to a failure of the perimeter seal in the insulated glass of the sashes. It is understood that a window replacement project is currently being contemplated. (See recommendations).

2. Finishes

Most of the building finishes appear to date to 1986 or earlier. Sheet vinyl seams are coming loose in the basement. First floor carpeting has not been replaced in the last 20 years. There is some water-related damage at the floor-wall joint in the addition's stair at the basement. Ceilings have a stippled drywall finish; while this finish has some acoustic benefit over a smooth finish, the texture has a dated, residential aesthetic.

3. Accessibility

The front porch is elevated from Suffolk Avenue, but there is a ramp between the site parking at the back of the building and the front porch. The small vestibule at the building entrance is not compliant with current accessibility as the floor slopes.

While a shaft was built from the basement to the second floor for a wheelchair lift in 1986, no equipment was installed in the shaft. Under current codes and manufacturer's limitations, a limited use, limited access (LULA) wheelchair lift

can have a vertical travel of 24', which could allow access between the basement, first and second floors. Another type of lift is a Commercial Platform Lift (CPL), which has a vertical travel limit of 14', which would be able to connect only two floors of the library. The shaft would probably need to be slightly larger to accommodate either of these options.

The public toilets on the first floor are large enough to be accessible; however, they are not configured to provide current clearances required at the fixture. A rearrangement of fixtures would make these toilet accessible.

#### 4. HVAC (Heating, Ventilation and Air Conditioning)

The HVAC systems of the building appear to be properly designed for 1986 standards. Zoning is accomplished with separate HVAC units serving the first floor, second floor, and attic, and four separate wall-mounted units in the basement. Ventilation air is provided via the units on the first and second floors and the attic. According to staff, the largest outdoor HVAC unit was replaced several years ago. Air handlers are those installed in 1986. The outdoor units have efficiency ratings which vary, depending on the ages of the condensing units.

#### 5. Plumbing System

The plumbing system appears to be in good condition. Waste piping is PVC and ties to the Town system in Front Street. Water supply is public (from Front Street), with copper pipe inside the building.

#### 6. Electrical System

The electrical system is a modern one, installed as part of the 1986 renovations. Panelboards have circuits protected by breakers; main panel is 400A, single phase, with a second 200A, single phase panel; both panels are on the first floor.

Lighting is typically surface-mounted fluorescents with T12 bulbs. These fixtures are not nearly as energy-efficient as LED fixtures.

### C. SITE CONDITIONS

The Richlands site is a level, rectangular corner lot at Suffolk and Front in downtown of Richlands. The lot is bounded by a historic iron fence on the south and east side, by an alley on the west side, and a narrow side yard on the north side. The only on-site parking is three spaces accessed from the alley; one of these spaces is designated as a handicapped accessible space and is connected by sidewalk to a ramp along the building's north side.

There is no documentation of how the roof drainage is conducted from the site. Since there are no pipes penetrating the curbs along Suffolk and Front, there is reason to surmise that

downspouts are connected to a catch basin at the parking spaces at the west end of the site. This issue is of concern because the basement takes on some water when there is significant rain coming into the basement, primarily at the southwest corner of the stair in the addition. A downspout at this location is significantly crushed, a condition which could be contributing to the basement water problem.

Power to the building feeds underground to the northwest corner. All of the outdoor HVAC units are ground-mounted and enclosed by a wood fence at this same location.

#### D. SPACE UTILIZATION AND ADJACENCIES

The circulation desk is immediately inside the main entrance. A historic monumental stair to the second floor is in this same location. The library office is directly behind the circulation area. Adult fiction is located to the north side of circulation, with view from circulation limited by a wall and the orientation of the collection shelving. Adult non-fiction is to the south of circulation, with good visibility from circulation. The periodicals/reading room is on the southeast corner of the building, fairly visible from circulation. Two private toilets on the west side of the building are the only toilet facilities in the building.

The second floor is dedicated to the children and young adult collections. Stacks are primarily located in the two rooms on the south side of the building, with a small young adult collection in the west side of the building. The north side is furnished with tables and chairs for reading and programs. The central stair to the third floor, now not accessible to the public, was previously intended for an office for the children's librarian (now used as storage); a small space near the back stair now serves as the children's librarian's office.

The attic has nicely finished spaces with several dormer windows. The primary limitation of this level is its access, which is a winding, somewhat narrow stair.

The basement, formerly used for meetings, has seen limited use lately due to water and humidity issues discussed above. Current use includes a breakroom and storage and a small meeting room. A dehumidifier has markedly improved the dampness, but water infiltration continues to limit the basement's potential. Another limiting factor is the low ceilings (just under 7'), technically not habitable under current building codes. While the low ceilings would not be problematic for children, they are rather confining for adults. This level does not have any artificial ventilation, but high windows on the north side could provide some ventilation in the spring and fall (not recommended in summer due to humidity).

#### E. RECOMMENDED SYSTEM CHANGES

##### 1. Building Envelope

- a. Replacement sash kits with insulating, low emissivity glass are recommended for windows with failing insulating glass.

- b. Siding requires re-painting. Protective pre-finished aluminum sheet is recommended as a covering on the sill trim to preclude future rain damage.
  - c. Repair gutter leak on west side
  - d. Repair downspout on southwest corner. Check drain lines from both west side gutters for connectivity to Town storm sewer. Consider excavation of west foundation wall and sump installation if basement leaks are not stopped by storm line work.
2. **Finishes**  
Finishes are generally in good condition and appear to be well maintained. Changes to paint and wallpapers would be done for aesthetics. If the basement is to be used by the public, sheet vinyl seams should be repaired. Replacement of carpeting should be considered as part of a capital improvement plan.
3. **Accessibility**  
Access to the second floor is the most significant current barrier for wheelchair users, whereas the basement uses may be limited enough so as not to justify extending a lift to that level. If a CPL is used to connect the first and second floors, no further pit excavation is needed. If a LULA is used to access the basement, first and second floors, the pit will need to be deepened to 12'.  
The main entrance floor should be re-worked to eliminate the slope in the vestibule floor. The toilet rooms should be reconfigured for better access to the fixtures. Any additions need to be accessible from the main building; if an addition includes a meeting room, that room should have an accessible exterior entrance.
4. **HVAC**  
Any equipment more than 20 years old should be considered for replacement due to reliability concerns and fuel efficiency.
5. **Plumbing**  
Plumbing issues should be addressed as part of routine maintenance. All accessible hot water lines should be insulated.
6. **Electrical**  
Consideration should be given to replacing all fluorescent lighting with LED fixtures.

F. RECOMMENDED SITE CHANGES

With a limited site size, off-site parking for Library patrons is a necessity. While there is street parking on both Suffolk and Front, this parking is not adequate for special events and is often used by downtown businesses. The Town parking lot across Front Street from the Library provides adequate off-site parking for special events. As part of already planned enhancements to this parking area, consideration should be given to added hardscape to shorten and improve the safety of the crosswalk on Front Street that serves the Library.

G. STRUCTURAL CHANGES

When the Library was renovated in 1986, the second floor structure was enhanced with additional floor joists in the stack areas. There is no indication on the 1985 drawings that similar strengthening has been done at the first floor. There is evidence of some noticeable deflection in the floor of the south stack area on the first floor; a supplemental beam at the mid-span of these floor joists should be considered.

H. SPATIAL CHANGES AND ADDITION (See Conceptual Floor Plans)

1. At least one additional private toilet room for staff should be provided.
2. Both Adult Fiction and Non-Fiction collection rooms are crowded, with narrow aisles. Additional space should be provided in an addition for these collections and to allow for shallow areas for computer carrels.
3. Open up north wall of circulation to improve visibility into Adult Fiction.
4. Provide a more accessible stair to the third floor.
5. Relocate Children's Librarian Office to a central location on Second Floor, with visibility into adjacent rooms.
6. Construct one-story addition on west side for meeting/conference room and additional stack space for adult collections.

I. STATEMENT OF PROBABLE CONSTRUCTION COSTS

Wheelchair Lift	\$ 55,000.00
Vestibule Improvements	3,000.00
Visibility Improvements	8,000.00
Improve Existing Toilet Accessibility	4,000.00
Add Toilet at Second Floor	8,000.00
Replace Stair to Third Floor	8,000.00
Remodel Third Floor	20,000.00
Address Foundation Leak	5,000.00
Lighting Upgrade to LED	10,000.00
Addition (1665 SF x \$150/SF)	250,000.00
(Additional Toilet Room, Meeting Room, Kitchen, Additional Stack Space)	
Fees and Contingencies	<u>55,000.00</u>
<b>TOTAL PROJECT COST</b>	<b>\$ 426,000.00</b>

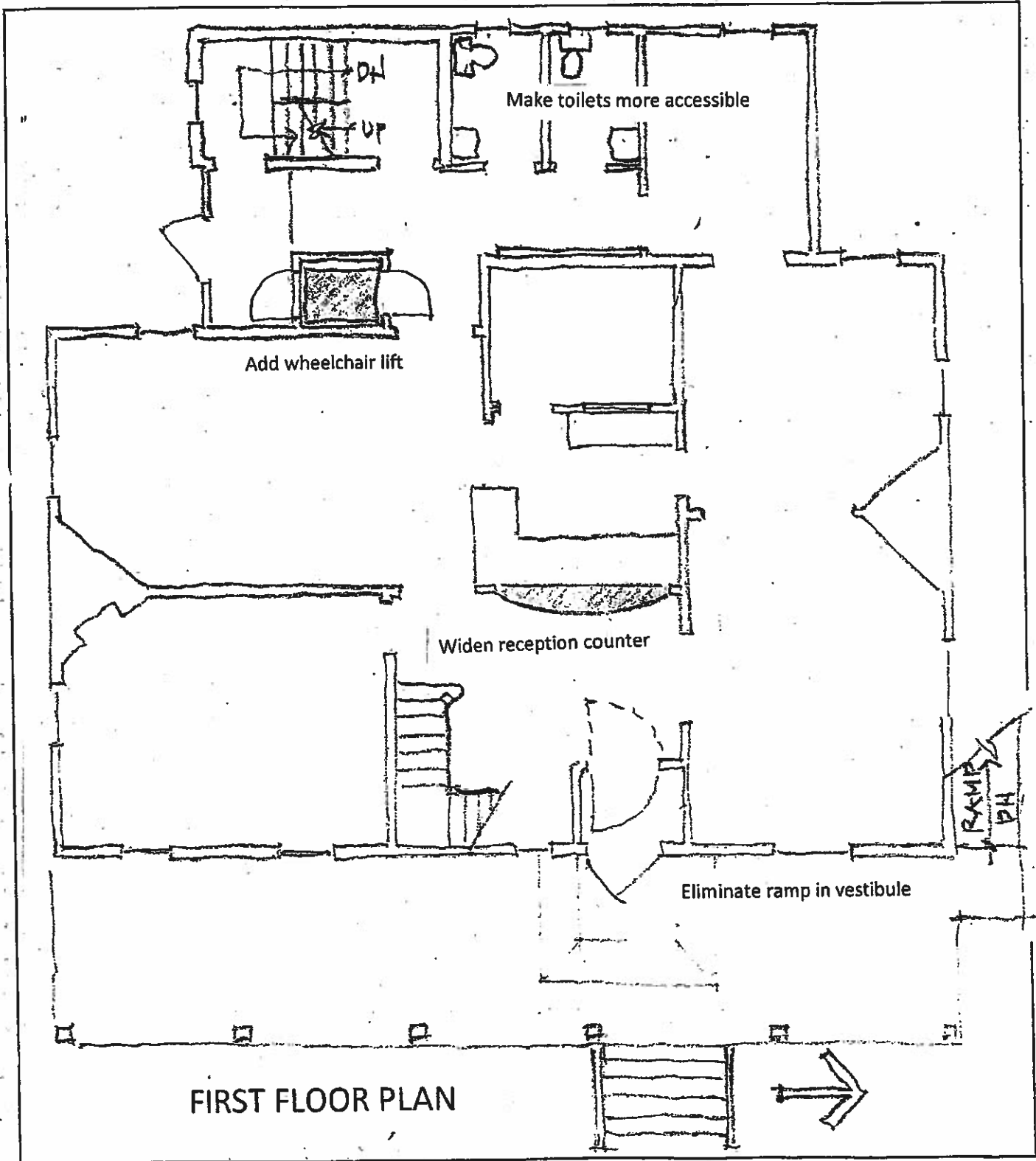
Note: Windows upgrade and exterior painting/repairs not included above.  
Also, HVAC improvements and carpet replacement, except as needed for Third Floor remodeling, not included above.

J. DRAWINGS

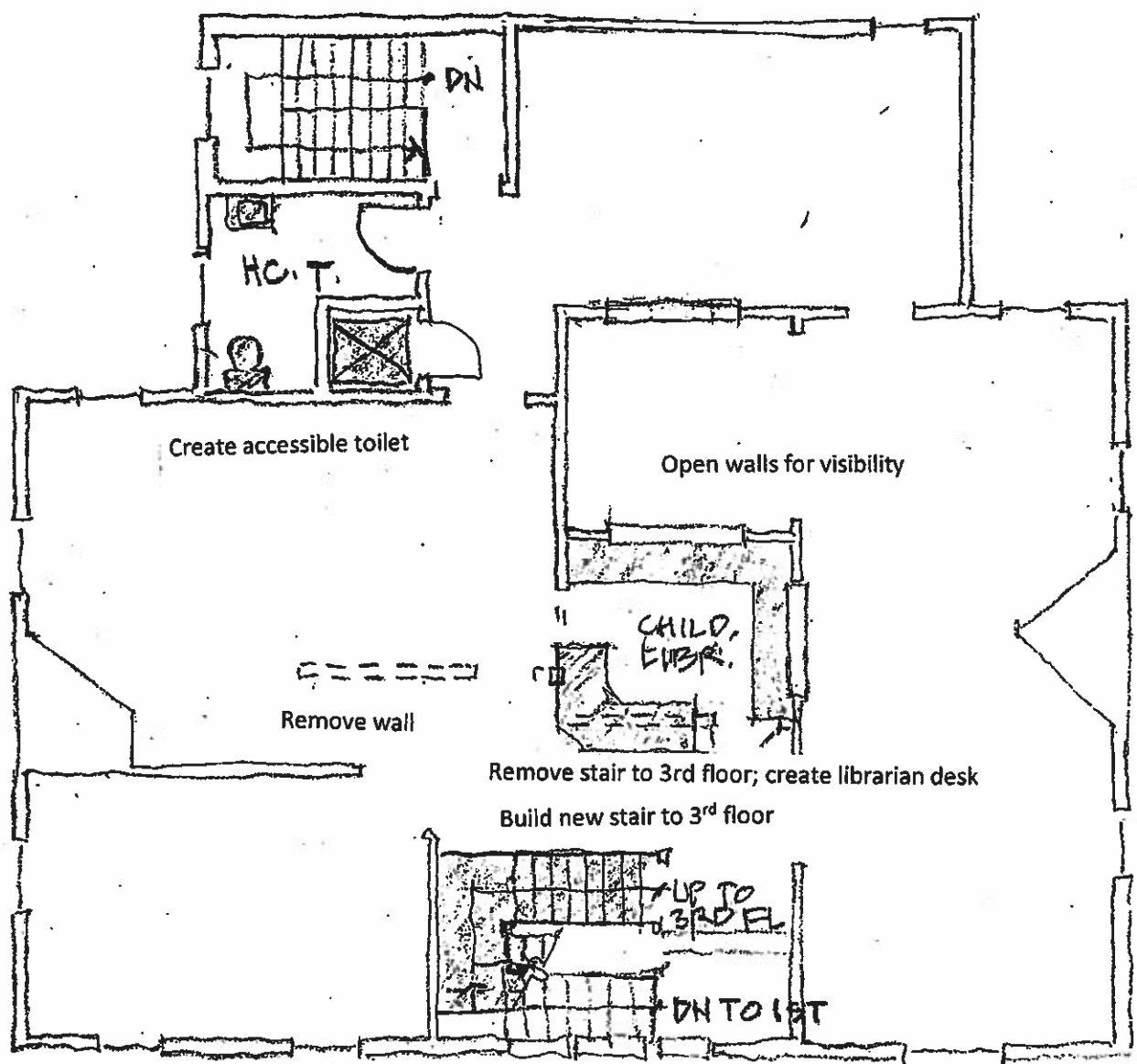
Floor Plans and Site Plan



JOB Richlands Branch - TCPL  
SHEET NO. 1 OF 6  
CALCULATED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE 1/8" = 1'-0"





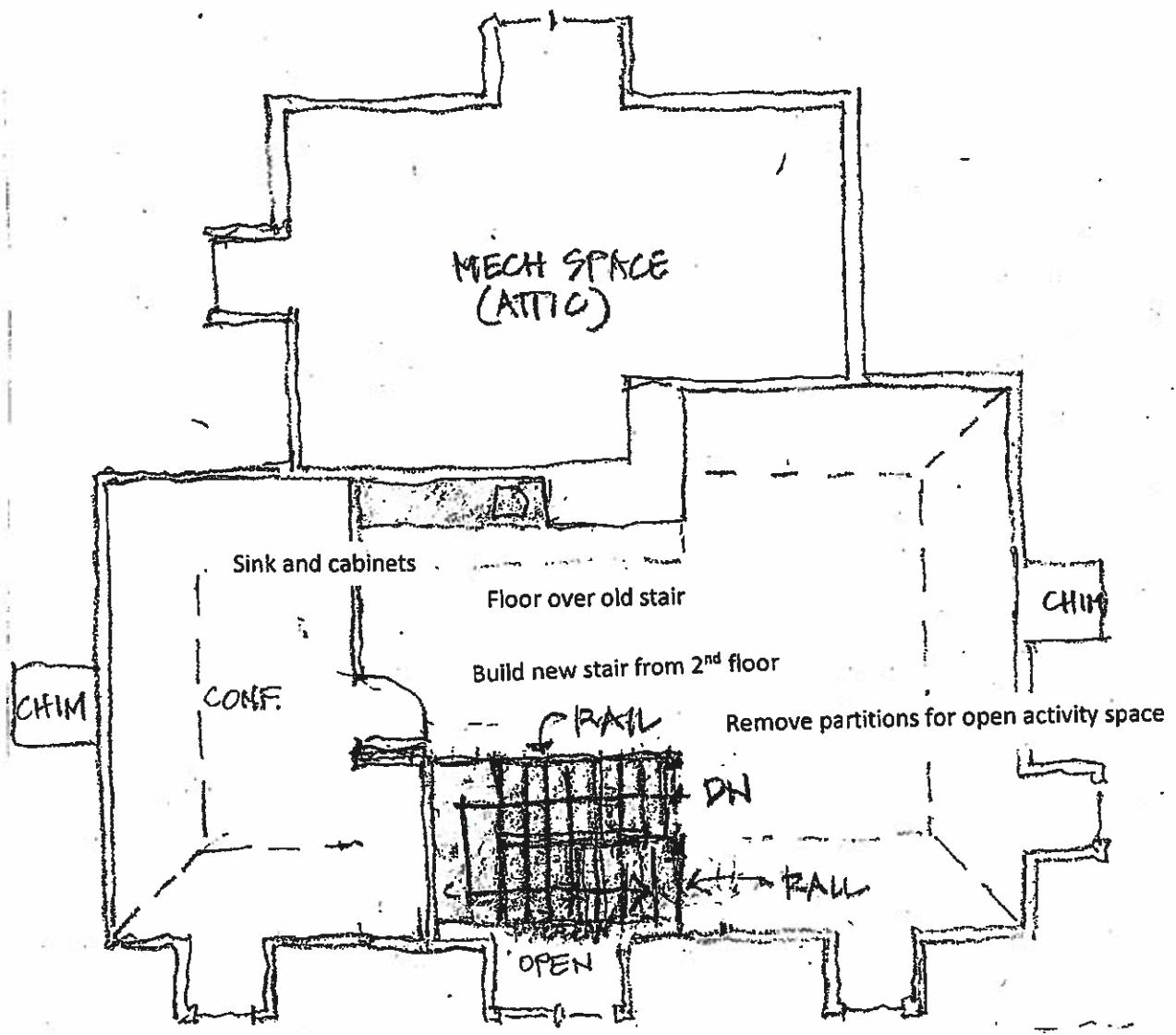


SECOND FLOOR PLAN





JOB Richlands Branch - TCPL  
SHEET NO. 3 OF 6  
CALCULATED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE 1/8" = 1'-0"

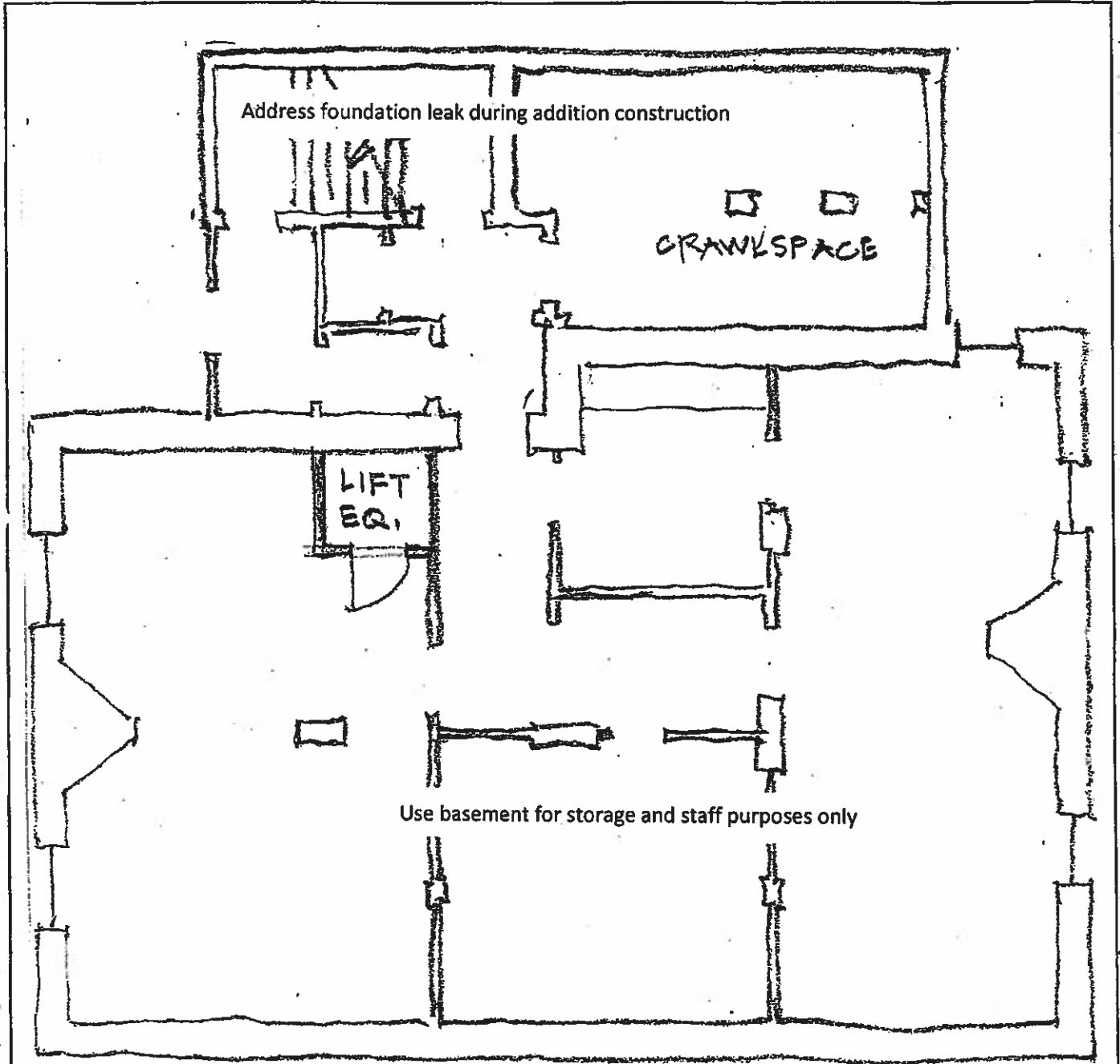


THIRD FLOOR PLAN



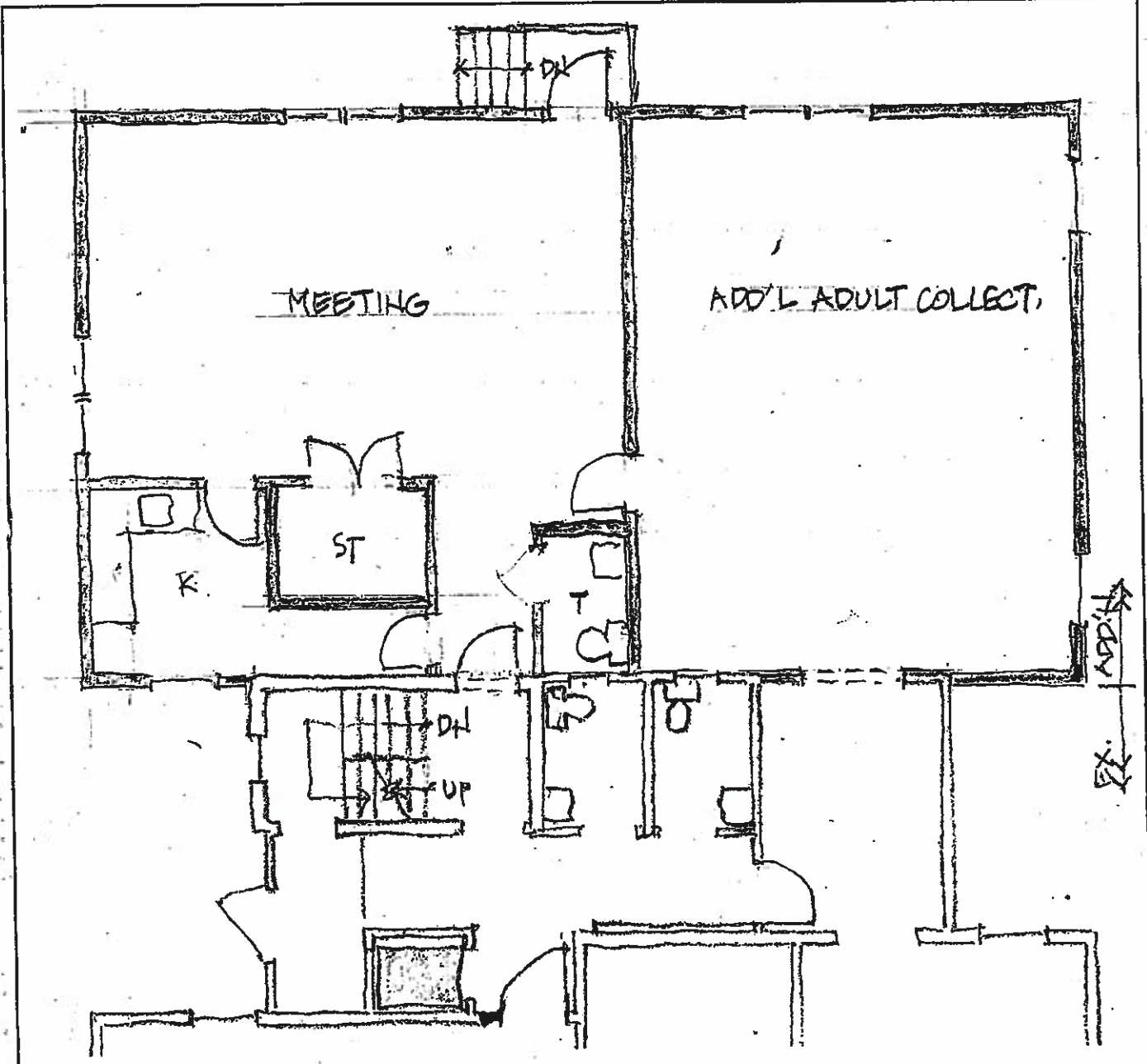


JOB Richlands Branch - TCPL  
SHEET NO. 4 OF 6  
CALCULATED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE 1/8" = 1'-0"



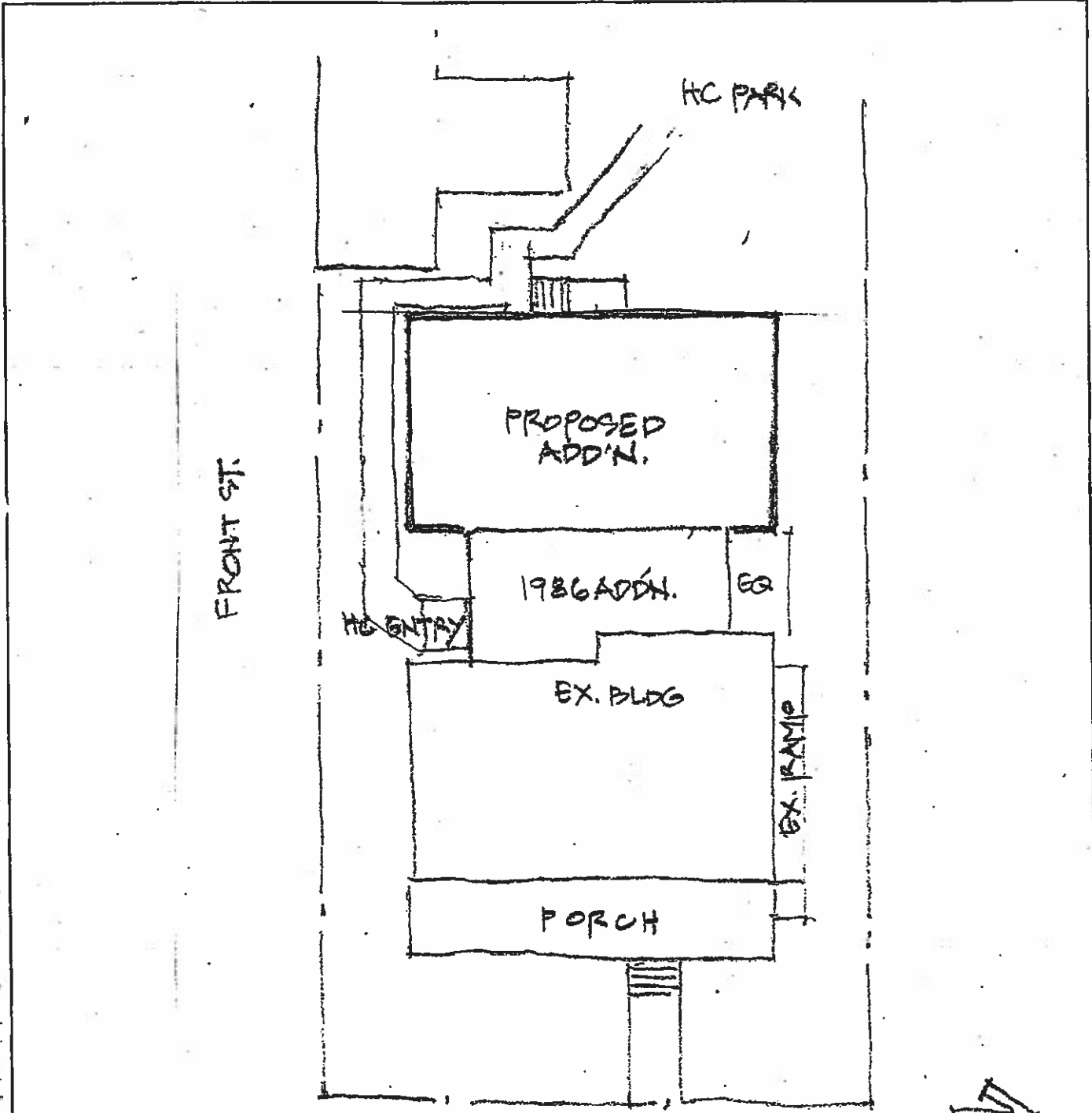
**BASEMENT FLOOR PLAN**





PROPOSED FIRST FLOOR ADDITION PLAN





SITE PLAN

SUFFOLK AVE.



