

PLAINFIELD PUBLIC LIBRARY DISTRICT  
BUILDING & GROUNDS COMMITTEE  
MARCH 27, 2021  
10:00 AM  
LARGE MEETING ROOM

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
  - Renovation Budget
  - Building Improvements: Updates and Suggestions
  - Expansion Master Plan
  - Residential Property Lease
4. Recommendations for Board Action
5. Adjournment

**Projection**

Fiscal Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>REVENUES</b>										
2.50% Property Taxes	4,205,775.09	4,310,919.47	4,418,692.45	4,529,159.77	4,642,388.76	4,758,448.48	4,877,409.69	4,999,344.93	5,124,328.56	5,252,436.77
Total Other Revenues	106,750.00	107,177.00	107,605.71	108,036.13	108,468.28	108,902.15	109,337.76	109,775.11	110,214.21	110,655.07
<b>Total Revenue</b>	<b>4,300,649.12</b>	<b>4,425,367.95</b>	<b>4,553,703.62</b>	<b>4,685,761.02</b>	<b>4,821,648.09</b>	<b>4,961,475.89</b>	<b>5,105,358.69</b>	<b>5,253,414.09</b>	<b>5,405,763.10</b>	<b>5,562,530.23</b>
<b>EXPENSES</b>										
2.00% Total Personnel	2,628,846.00	2,681,422.92	2,835,051.38	3,016,752.41	3,077,087.45	3,138,629.20	3,201,401.79	3,265,429.82	3,330,738.42	3,397,353.19
Total Materials	560,286.00	571,491.72	582,921.55	594,579.99	606,471.59	618,601.02	630,973.04	643,592.50	656,464.35	669,593.63
Total Operations	788,826.70	805,392.06	822,305.30	809,573.71	826,574.76	843,932.83	861,655.41	879,750.18	898,224.93	917,087.66
Total Capital Expenses	214,000.00	204,000.00	154,000.00	114,000.00	54,000.00	104,000.00	59,700.00	58,000.00	56,500.00	54,000.00
<b>Total Expenses</b>	<b>4,191,958.70</b>	<b>4,262,306.70</b>	<b>4,394,278.23</b>	<b>4,534,906.10</b>	<b>4,564,133.79</b>	<b>4,705,163.05</b>	<b>4,753,730.24</b>	<b>4,846,772.50</b>	<b>4,941,927.70</b>	<b>5,038,034.48</b>
<b>NET ORDINARY INCOME</b>	<b>108,690.42</b>	<b>163,061.24</b>	<b>159,425.39</b>	<b>150,854.92</b>	<b>257,514.30</b>	<b>256,312.84</b>	<b>351,628.45</b>	<b>406,641.59</b>	<b>463,835.40</b>	<b>524,495.75</b>
<b>CASH BALANCES</b>										
Beginning Cash & Investments	5,505,140.28	5,613,830.70	5,776,891.94	5,936,317.33	6,087,172.25	6,344,686.55	6,600,999.39	6,952,627.83	7,359,269.42	7,823,104.82
Net Ordinary Income	108,690.42	163,061.24	159,425.39	150,854.92	257,514.30	256,312.84	351,628.45	406,641.59	463,835.40	524,495.75
<b>Ending Cash &amp; Investments</b>	<b>5,613,830.70</b>	<b>5,776,891.94</b>	<b>5,936,317.33</b>	<b>6,087,172.25</b>	<b>6,344,686.55</b>	<b>6,600,999.39</b>	<b>6,952,627.83</b>	<b>7,359,269.42</b>	<b>7,823,104.82</b>	<b>8,347,600.57</b>
Beginning Balance Reserves	1,591,170.00	1,691,170.00	1,791,170.00	1,891,170.00	1,991,170.00	2,191,170.00	2,391,170.00	2,691,170.00	3,041,170.00	3,441,170.00
Estimated Transfer	100,000.00	100,000.00	100,000.00	100,000.00	200,000.00	200,000.00	300,000.00	350,000.00	400,000.00	500,000.00
<b>Total Reserves</b>	<b>1,691,170.00</b>	<b>1,791,170.00</b>	<b>1,891,170.00</b>	<b>1,991,170.00</b>	<b>2,191,170.00</b>	<b>2,391,170.00</b>	<b>2,691,170.00</b>	<b>3,041,170.00</b>	<b>3,441,170.00</b>	<b>3,941,170.00</b>
15025 & 15018 Property Demolition	30,000.00									
Exterior Painting	10,000.00									
Landscaping	20,000.00									
Windows	100,000.00									
Carpeting		150,000.00								
Add Assistant Director			100,000.00							
Elevator			100,000.00							
Sewage Ejector Pumps				5,000.00						
Skylight Repair/Replace				50,000.00						
Entry columns repair base and paint				10,000.00						
Add Staff for Delivery				50,000.00						
Add Full Time IT Position				75,000.00						
Reduce IT Maintenance Contract				-30,000.00						
Tuckpointing						50,000.00				
Iron Stair Entrances and Exits							4,500.00			
Iron Railing at Bay area							1,200.00			
Front Entryway Doors							20,000.00			
Hot Water Heater & Hot Water Recruiting Pump								2,000.00		
Sump Pumps								2,000.00		
Flat Roof repair									2,500.00	
Lighting Replacement: canopy lighting/stairwell lighting			25,000.00							
<b>Total</b>	<b>160,000.00</b>	<b>150,000.00</b>	<b>225,000.00</b>	<b>160,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>25,700.00</b>	<b>4,000.00</b>	<b>2,500.00</b>	<b>0.00</b>

## Forecasting to 2031 Notes

This document makes the following assumptions:

1. Everything remains status quo; we remain in this one building, we do not increase hours of operation.
2. A revenue increase of a steady 2.5% per year.
3. Salaries increase 2.0% per year which may not fully account for minimum wage impacts. Only 2 F/T and 2 P/T positions are added: 1 in FY24, others in FY25.
4. Our population does not grow. It does not take into account the upcoming census figures. Population size is a very common factor in determining costs for library services such as databases, Pinnacle cost-share, etc. We know the 2020 data will have an impact on costs we just don't know yet how significantly.
5. We complete only the necessary projects as outlined in the 2020-21 Building & Grounds Longevity document. Those necessary items are listed out in the corresponding year based on 2020 cost estimates.
6. No referendum research, consultants, architects, etc. or campaign costs.
7. No disasters, pandemics or economic recessions.
8. No significant increases in health insurance or liability insurance costs.
9. No new TIF Districts or expiring districts resulting in increased revenue.
10. No state grants for construction or ADA compliance.
11. We do receive the Per Capita Grant each year, however it does not reflect the adjustment for the expected population increase.

Additional note:

As a comparison, you may want to review the financial report that Ehlers Financial prepared for the Library in 2016 to review our financial status prior to the 2017 referendum. Pages 15-16 show a 12-year projection which puts the Library operating in the red as of 2018 if we did not pass a referendum or make budget cuts. We made cuts since a referendum did not pass.

[Ehlers Financial Planning Report for Library Expansion Project](#)

## Building Improvements FY2020 and Beyond

### Necessary/End of Life Replacement Projects

Project	Timeline	Notes
Replacing carpet	FY21	See Projects Requiring Expertise
Replacing windows	FY20	On hold; see Projects Requiring Expertise
Replacing Elevator	FY23/24	Will apply for state grant to partially fund
Demolition of 15025 and 15018 S. Illinois properties	FY22	On Track for Discussion late 2021
Demolition of shed and garage at 15025 property	FY20	Permits applied for; Spring 2021
Removal of Post Lanterns in front	FY21	Add new lighting in conjunction with village sidewalk renovation slated for late summer 2021
Continue LED Replacement in office spaces	FY20/21	On going; 90% completed in Spring 2021
Upgrades to Route 59 Digital Sign	FY21	Board approved; May 2021 installation
Replace Fire Panel with New Addressable Station Panel	FY21	Board approved; completed in early April 2021

### Projects Requiring Design and Construction Expertise

Project	Timeline*	Notes
Upper Level Bay Area--bar counter in windows, new carrels and tables, addt'l outlets	FY21	On hold for renovation; adding between 10-12 additional individual seating options
Reconfigure YS Workroom 2 (attached to Storytime Room): counter desks, remove sink	FY21	On hold; part of Storytime Room update
Update Storytime Room	FY21	New storage, flooring, wall coverings--original to 1996 build-out
Update all public furniture: Magazine Room, upper level/lower, bench seating, PC countertops, printer station, YS PC area, Teen Area	FY21	Majority of furniture is from 1990 or 2004 renovation

Replacing Carpet	FY21	Squares/may not need to move stacks; vinyl options for some spaces
Early Literacy area in front of Storytime Room	FY20	On hold for renovation
Replacing windows	FY20	On hold for renovation
Teen A/V Area shelving	FY21	In progress--removal of shelving, painting of wall
Public Restrooms	FY21	All restrooms are original to 1990 except for the painting of stalls; and are in need of new fixtures, stalls and updating.
Update the programming/shared staff kitchen and staff break room	FY21	Installed in 1996; Kitchen fridge and flooring replaced in 2015; break-room last updated in 2006

\*This is the timeline as suggested in 2019

### Completed Projects

Project	Timeline	Notes
Replaced SMR furniture	FY19	Completed; in-house
Replaced LMR furniture	FY20	Completed; in-house
Replaced MOST of Public space lighting to LED	FY19/20	Staff areas are last to be completed; in-house
Painting of interior	FY20	Touch ups and difficult to reach areas to be completed in FY20; in-house
Moved staff and IT contractor; re-configured Business Office	FY19	completed; in-house
Reconfigured the holds area	FY19	Completed; in-house
Upper lobby floor uncovering/refinishing	FY19	Completed; in-house
Replaced public task chairs at the computers	FY19	Completed; in-house
Replaced carpet in SMR	FY21	Outside contractor completed
Added Smart Board TV to SMR	FY20	Completed; in-house

## Annex Staff Brainstorm

Technical Services Facility	
PROS	CONS
Potential for additional public space Improved delivery / receiving	Transport of materials is impractical Siloing of staff Safety concerns--need to have 2 staff minimum Does it really add meaningful space?

Program & Public Meeting Rooms (with kitchen)	
PROS	CONS
Potential for growing programming offerings Offering larger programming Increased availability for community use  Potential revenue generator Able to design flexible spaces (stage, AV, dividable)	Requires specific staffing (Maintenance for room set-up/AV equipment set-up for public meetings) Safety concerns--2 staff minimum at all times Patron inconvenience (holds, account assistance, etc.) Patron inconvenience or confusion on location (holds, account assistance, etc.) Potentially more costly option

Study Rooms, Collaborative Spaces, Business Spaces	
PROS	CONS
Allows for far more of these spaces than can be offered in current building even after remodeling Allows us to offer something that we have never been able to do and is high priority from survey data: have a dedicated quiet area  Public might not mind being separated from rest of Library  May appeal to small biz owners/remote workers  Potential revenue generator Could allow continuous programming, like the English Language Clubs to expand	Safety concerns: 2 staff minimum at all times  Needs staffing / monitoring: who would monitor these spaces? Hire staff specifically for this role? Being separated from rest of library and resources may not appeal to users Patron inconvenience and confusion (holds, account assistance, etc) May require duplication of equipment: PCs, printers, fax/scan/copying

Non Public Services Facility (IT, Admin, Marketing, Maintenance)	
PROS	CONS
Lower cost to build Gained space/may allow for easier reconfiguring of current building Fewer build restrictions for non-public spaces Might be done without a referendum/asking for funding	Does it really add meaningful space? Example: how would moving Tech benefit current building?  Inconvenience Siloing of department(s) from rest of staff Public response: How does this benefit the public?

## Annex Staff Brainstorm

Digital Media Lab (technology related)	
PROS	CONS
Ability to offer services not offered before Currently not available in community at no cost Allows for expanded STEM programming & collections Easily combined with other options	Expensive to initially fund for equipment Requires skilled staffing Safety concerns: 2 staff minimum

Youth Services Facility	
PROS	CONS
Potential for YS to be on the ground floor--making it more accessible  Allows for more options in reconfiguring current building Allows for flexibility in design  Allows for more defined spaces/creation of teen space Allows for adding a family bathroom  Public growing accustomed to off-site / outside programs	Siloing/separating staff  Safety: 2 staff minimum Difficulty in transporting materials between bldgs Patron inconvenience: having to go to both bldgs for services

Local History Facility	
PROS	CONS
Gain space in current building Allows for proper archival storage Potential for collaboration with historical society for volunteers	Safety: 2 staff minimum Staffing: would require appointments

Outdoor / Green Space	
PROS	CONS
Potential for pavilion for performances Potential for community garden Opens up options for programming Easily combined with other options	Temporary or permanent structure? Cost and flexibility may be an issue Maintenance Need for safety and sound barrier Would need to be

## Annex Staff Brainstorm

Current Building Priorities (in order of importance by column)	
Individual and Group Study Rooms	Better/more efficient staff spaces
More Seating	Ramp for emergencies/disability access
Collaboration spaces	More room for collections
Loading dock/Receiving area	Dedicated noise zones
More meeting rooms	Digital lab/maker space
Outdoor space	Storage
More efficient access to curbside services	Better/more efficient bathrooms
Family bathrooms	Café space for eating/drinking/vending machines

Add to Library/ Separate Building/Residential property becomes parking	
PROS	CONS
Potential for ground level offerings Ability to more easily monitor/ cheaper to operate? Could more easily allow for temporary location while remodeling original building	Cost Still have safety concerns--at least 2 staff at all times  Construction hassles Current building still needs renovating

Updated 02.15.21



## PLAINFIELD PUBLIC LIBRARY MASTER PLANNING DESCRIPTION

November 13, 2020

### GOAL

Identify financially feasible renovation and expansion options to address space needs and library service needs.

### SCOPE

Master Planning will consider PPL's existing building and site including adjacent residential properties that the Library owns or may own.

### PROCESS

**Program Definition.** SNHA will work with Library staff to confirm space needs, using programming statements from the last expansion design as a basis. Program definition will factor in effects of Covid on library services and design. Based on past public library design experience, SNHA will estimate

*Estimated duration: 2 weeks*

**Concept Development.** SNHA will development multiple design concepts in site and floor plans that present a range of approaches to meeting goals and objectives. The design team together with PPL will narrow the range of options for further development. SNHA will develop selected options in plan, section and massing sufficient to use as a basis for estimating probable construction costs and for illustrating options to the PPL community. Depending on the results of cost estimating, SNHA will refine selected concepts to confirm a correspondence between Program (space needs), Budget and Design.

*Estimated duration: 10-15 weeks*

**Budget.** SNHA will work with PPL to define available project funding. Whatever form this project finally takes, it will be budget driven. SNHA will estimate probable construction costs for selected design options and develop complete project budgets that address effects of construction over time. As part of its estimating activities, SNHA will identify potential value engineering alternates.

*Estimated duration: 3-5 weeks*

**Timeline.** As part of its Concept Development and Budgeting activities, SNHA will identify will project schedules for selected concepts including options for phasing construction and related costs over time.

**Engagement.** SNHA will engage the following groups for appropriate input, direction and approval:

- *PPL Board:* We will confirm project goals, objectives, scope and available project funding with the Library Board. We will review the development of concepts with the Board and expect the Board to select concepts for further development. We will review probable project costs and potential phasing for selected concepts with the Board. Generally, we aim to furnish the Board whatever information they will need to make an informed decision about project direction.
- *PPL Staff:* We will define space needs with the staff and review conceptual plans with PPL staff to assure functional planning for daily library activities.
- *PPL Community:* We recommend limiting community engagement during Master Planning to a presentation of selected options and associated budgets near the end of the process, but we will implement a more robust community engagement process during Master Planning if PPL thinks it important. We do anticipate a robust community engagement process during design when the project proceeds.