

Plainfield Public Library District  
Committee of the Whole Agenda  
April 3, 2019  
7:00 P.M.  
Small Meeting Room

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
  - a. Strategic Planning Session
    - Strategic Plan FY2016 and Beyond
    - Committee of the Whole Report March 7, 2018
    - Residential Property Staff Brainstorm
    - ALA Advocacy Workshop
    - Strategic Plan Request for Proposal
4. Executive Session
  - a. 5 ILCS 120/2 (c)(5) – Purchase or Lease of Real Property
5. Recommendations for Board Action
6. Adjournment

# Strategic Plan

## FY2016 and Beyond



Approved 7/15/2015

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## Introduction

The Plainfield Public Library District Strategic Plan 2011-2015 resulted in significant change for the Library. Strategic Plan 2011-2015 provided a framework for responding to a changing environment by establishing a vision, mission and strategies, setting shorter-term goals and providing for regular evaluation and updates to the plan. This plan allowed the Plainfield Public Library District to nimbly respond to community needs and its environment through its three strategies: Service Excellence, Community Focus and Stewardship.

From FY2010 – FY2014, services continued to expand despite the limitations of physical space and increasing repair and maintenance needs of the building.

- 4% increase in annual circulation, despite the change from 2 week check out to 3 week check out on January 1, 2011.
- 60% growth in collection size was made possible by the proliferation of electronic formats during that time. Print collections decreased 0.3%, while non-print collections increased 448%.
- Active cardholders increased 8% to more than 35,000 in FY2014.
- Program attendance increased 20% to nearly 65,000 in FY2014.
- Capital Outlay expenditures exceeded \$1 million over the 5 years of the Strategic Plan.

Following the decade-long period of explosive growth in the community, the Long Range Plan 2006-2010 culminated in an expansion referendum in April 2009 to meet the needs of the larger population. The failure of the referendum and the economic crisis nationwide led the Board of Trustees to defer another referendum until 2012 or later. Acknowledging that any expansion of facilities would take a minimum of 24 months after a successful expansion referendum and the earliest probable referendum date of November 2012, the Board of Trustees committed to developed Strategic Plan 2011-2015 to guide service and budgetary decision-making from 2011 through 2015. Open Forums were held in September 2011 to gauge community support for a ballot measure to address unmet library needs due to space constraints and deteriorating condition of many of the building's systems. With community sentiment acknowledging the need but unwilling to support a ballot measure at that time, the Board of Trustees did not pursue another ballot measure for 2012. Instead, their focus was keeping the current facility operational for as long as possible. Discussion included targeting 2016 as the next possible referendum date.

In late 2011, KJWW Engineering was engaged to evaluate the condition of the library building and its systems, prioritizing the repair and replacement needs and providing cost estimates for those repairs and replacements. The 2012 Facility Infrastructure Assessment (Building Evaluation) identified more than \$2.8 million in repair and replacements necessary to keep the library building functional in the long term. Nearly every building system had exceeded or would soon exceed its expected useful life. With a Special Reserve Fund (Capital Projects) balance of \$290,365 at the end of FY2012<sup>1</sup>, the library could not fund the necessary repairs and

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<sup>1</sup> A capital replacement plan was not funded by the taxpayers when the building was expanded in FY1991 to more than 10 times its original size. Drastic cuts were made to the operating budget in FY1994, following an unsuccessful operating tax rate increase to fund the operation of the larger building, including

replacements while maintaining the level of service expected by the community. The evaluation did not consider replacement of other equipment and furnishings, such as technology infrastructure and upholstered chairs.

The Board of Trustees cut the already lean operating budget in FY2013 and committed the last of the Special Reserve Fund to the most immediate needs for replacement: the HVAC system, flat roof and windows in the Bay Window area. In order to continue funding the repairs and replacements to keep the building operational in the interim, a Long Range Budget Plan was developed in FY2013, covering FY2014-FY2017. The plan called for reorganization of the staff, eliminating Outreach as a separate department and reducing the overall staff by 2 FTE. Annually, \$60,000 was slated to be transferred from the Operating Fund to the Special Reserve Fund. The Board of Trustees was able to mitigate the austerity outlined in the Long Range Budget Plan beginning in FY15, when revenue exceeded projections due to new growth in the area. The transfer of \$300,000 from the Operating Fund to the Special Reserve Fund in early FY15 surpassed the Long Range Budget Plan goal, eliminating the need for further reductions.

According to the summary in “Strategic Plan 2011-2015,” the plan helped “lay the groundwork for the future expansion of the Plainfield Public Library District facilities by outlining goals for programs and services to be provided in the future.” Opened in 1991, the current library building is 27,160 square feet on three levels, including the very small ground floor level. Since the current building opened to the public, the population served has increased by over 60,000 residents, from 15,329 to 75,337. Rough estimates of size needed to serve the community’s library needs from *Serving Our Public 2.0: Standards for Illinois Public Libraries* place today’s space need at over 75,000 square feet. The deficiencies of the current facility limit the services and goals of the organization. Programming of all kinds – computer instruction, job club, book discussions, author events, storytimes, etc. – are near maximum for the number and size of rooms in the current facility. Groups and individuals seeking study rooms are turned away daily. Community organizations are unable to find available dates and times for meeting room use.

In 2014, five years after the unsuccessful expansion referendum and more than 2 years after postponing a new expansion planning process, the Library Board of Trustees decided to move forward with planning for a 2016 expansion referendum. If unsuccessful, budget cuts will further limit operating hours and services in order to fund the repair and replacement needs of the current facility. Within this context, *Strategic Plan FY2016 and Beyond* was developed.

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freezing the book budget, laying off 40% of the staff and cutting hours of operation to 48 per week. The building boom beginning in the late 1990s allowed for restoration of the book budget, staff and hours.

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## **Vision & Mission**

### ***Vision***

The Plainfield Public Library District provides excellent library services to satisfy the educational, informational, entertainment and inspirational needs of community residents throughout their lives. The Library is a community center, where residents connect with resources, with each other and with their community identity. The Library leverages technology and human capital to give residents access to services and resources not only at the Library's physical location but also throughout the community in partnership with other organizations and via virtual services. The Library is a vibrant and visible presence in the community, making residents aware of 21st century library services and our Library's unique character.

### ***Mission***

EDUCATE – CAPTIVATE - CONNECT

# Strategies, Goals & Objectives

## Strategy #1

### Service Excellence

Programs and services add value to the Library's resources, supporting the Library's vision "to satisfy educational, informational, entertainment and inspirational needs of community residents throughout their lives." Our skilled and knowledgeable staff builds strong collections and encourages people to explore everything the Library has to offer. We provide free access to information and resources that address our users' needs and wants, consistent with the principles of intellectual freedom. We respect and protect the privacy and confidentiality of our users. We are focused on the customer experience and anticipate user needs, providing consistent, convenient, friendly, responsive services. We continuously learn, assess and adapt, using best practices and innovation.

- I. All residents have access to resources and programs that support literacy and lifelong learning to meet educational, informational and entertainment needs.
  - A. Practice excellent customer service skills at every interaction
    1. Adhere to the standards set in the Customer Service Handbook
  - B. Annually evaluate, expand and/or retract services, programs and resources based on primary mission and budget
    1. Examine programming according to attendance
    2. Examine collection allocations according to use
    3. Examine services according to use
  - C. Provide programs that support the Library's mission
    1. Continue Summer Reading and Grand Finale event
  - D. Perform collection management that is responsive to demand
  - E. Provide resources and services to residents whose first language is not English.
    1. Hire staff that reflect the diversity of the community
    2. Collect resources in languages that reflect community composition and demand
  - F. Provide services to the differently-abled
    1. Maintain Americans with Disabilities Act compliance
    2. Continue home delivery services
    3. Provide referral to the Talking Book Service for the Blind and Physically Handicapped and other support services
    4. Provide access to assistive technology, as appropriate to demand

## Strategy #2

### Community Focus

We effectively communicate the Library's services and value to the community so that residents are aware and can take full advantage of library resources, programs and services. We reach

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beyond the Library's physical facility using technology and human capital to connect our residents "with resources, with each other and with their community identity." We collaborate with other community groups and organizations to build mutually beneficial partnerships.

- I. Library Board, staff, Friends and Foundation members actively promote the Library and its services throughout the community.
  - A. Create an annual Marketing Plan to guide marketing activities
    - 1. Develop talking points for staff to help them to address common questions
    - 2. Continue to mail newsletters to homes
    - 3. Offer email/electronic newsletter option
    - 4. Encourage registration for weekly email newsletter
  - B. Trustees regularly attend Library and community events to advocate for the Library
    - 1. Each Trustee practices word of mouth marketing at an average of one event per month
    - 2. Trustees attend the Grand Finale and other large Library events
    - 3. Create talking points for commonly asked questions
  
- II. Residents are aware of the Library resources, programs and services available to them and how to access those services.
  - A. Create an annual Marketing Plan to guide marketing activities
    - 1. Develop talking points for staff to help them to address common questions
    - 2. Continue to mail newsletters to homes
    - 3. Offer email/electronic newsletter option
    - 4. Encourage registration for weekly email newsletter
  - B. Utilize social media to reach residents
  - C. Keep signage simple and current
  
- III. The Library positions itself as a community hub, working through alliances and partnerships with businesses, organizations and government entities.
  - A. Continue to provide outreach programs and services
    - 1. School programs
    - 2. Home delivery services
    - 3. Preschool programs
    - 4. Presentations to community organizations and groups
    - 5. Participation on committees, service organizations, etc. to support community events (Riverwalk Foundation, Harvest 5K, etc.)
  - B. Continue Summer Reading and the Grand Finale event
  - C. Partner with other entities to provide programs and events, such as Strictly Business Lunch & Learn series and The Great Read, that support community participation and interaction

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- D. Connect residents with information about other entities and organization through resource referrals and community information links
- E. Provide space for community members and organizations to meet
- F. Provide opportunities for interaction among residents

### **Strategy #3**

#### **Stewardship**

The Plainfield community elects our Board of Trustees and expects us to maintain the highest levels of efficiency and integrity with the funds they provide to operate the Library. We practice transparent government and align our financial resources with our mission, goals and priorities. We are good stewards of the physical and financial assets entrusted to the Library.

- I. The Library Board of Trustees budgets to ensure a safe, well-maintained Library facility to meet projected growth in demand for resources, services and access to technology.
  - A. Identify and pursue expansion and/or renovation plan that meets community needs to the greatest extent possible with the funding provided by the community
  - B. Prepare an annual budget that reflects the Library's mission, goals and priorities
  - C. Attend Trustee training, in accordance with the Board Bylaws

## Timeline for Evaluation & Revision

Regular evaluation of progress and updating of this strategic plan is essential to providing responsive service that continues to meet the needs of the community, as the Library's environment and financial situation changes. In the current environment, the Library's financial situation drives most decision-making. Therefore, the initial timeline for evaluation and revision is tied to the budgeting process.

<b>Date</b>	<b>Task</b>	<b>Person(s) Responsible</b>
<b>April</b>	Review of programs and services from the current fiscal year and prepare report for Trustees	Management Team
<b>May, prior to Board Meeting</b>	Provide written report to the Board of Trustees on the progress toward strategic plan goals and recommended changes for the new fiscal year	Library Director
<b>May Board Meeting</b>	Request clarifications, additional information or changes	Trustees
<b>June, prior to Board Meeting</b>	Provide clarifications, additional information and/or changes for inclusion in Working Budget	Management Team
<b>June Board Meeting</b>	Approve Working Budget	Trustees
<b>December-January</b>	Review programs and services for first half of fiscal year and prepare report for Trustees	Management Team
<b>January, prior to Board Meeting</b>	Provide written report to the Board of Trustees on progress toward strategic plan goals and recommend changes for mid-year budget (if any)	Library Director
<b>January Board Meeting</b>	Approve mid-year budget changes (if any)	Trustees

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## Summary

The Plainfield Public Library District strives to provide the best possible service within the limitations of its building and budget. For more than a decade, the Library has served its community from an increasingly inadequate facility. Continued record high use of the Library and its resources demonstrates the need for its services. Unmet demand for services such as meeting and quiet study spaces grows proportionately to the library district population.

In 2014, the Library Board of Trustees began a new expansion planning process. *Strategic Plan FY2016 and Beyond* provides the mission, goals and priorities for services to be provided in an expanded facility or to guide the budget cuts necessary to continue addressing the repair and replacement needs identified in the Facility Infrastructure Assessment.

## **Appendix A**

### **History of the Plainfield Library**

Plainfield resident Ebenezer Nimmons died on July 4, 1919, leaving an estate of \$25,000 to the Village of Plainfield for the establishment of a tax-supported public library. The will, filed in September 1919, stipulated that the bequest be made after the death of his wife Celeste. In 1924, prominent resident George R. McClester willed his entire estate to the Village of Plainfield “for the erection and equipment of a public library.” Residents voted to establish the library in a special election held on June 9, 1925. The original 750 square foot library, located on Lockport Street, opened its doors in 1926.

In 1941, a new 2,700 square foot library was built at 705 N. Illinois Street with the proceeds of the bequest from McClester estate and the remainder of the Nimmons estate.

In 1954, the Village Library received a 160 acre farm in a charitable remainder trust from the estate of Fannie Stratton. The library operated the farm for additional revenue for many years.

In 1977, Plainfield Township created a tax-supported library to serve residents outside of the Village of Plainfield boundaries. The Plainfield Township Library contracted with other local libraries for service. In 1981, the Township Library opened a 900 square foot library located inside Grande Prairie Elementary School.

In 1988, voters approved the merger of the Village and Township libraries, becoming the Plainfield Public Library District. During that year, the Library District sold the Stratton farm and began to plan for the construction of a 27,000 square foot facility. The library purchased residences at 707 and 709 N. Illinois Street in preparation for the expansion.

Voters rejected the first expansion proposal in 1989. The project was scaled back to finish only 13,500 feet of the 27,000 square foot building in the initial phase. Voters approved the second proposal in 1990. Construction of the library addition was one of the first projects to begin following the 1990 tornado. The building was completed in 1991.

In 1993, residents voted down an operating tax rate increase for the library to fund the operation of the new facility (10 times the size of the original) and a capital replacement plan. As a result of the failed operating tax increase, the library cut service hours, eliminated staff positions and froze the book budget in 1994. Over the next several years, the burgeoning residential building boom in the community allowed the restoration of these services. Also during that year, the Village of Plainfield and library made an intergovernmental agreement requiring areas annexing to the Village to also annex to the library district if the area did not have library service.

In 1997, the lower level was completed using the remainder of the proceeds of the Stratton Farm. That year, the Village completed another intergovernmental agreement allowing the library to collect fees from developers annexing land to the Village.

A 1999 dispute between the Plainfield Library and Village of Plainfield over the purchase of property adjacent to the Library building was settled in early 2000. The settlement allowed the

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Village of Plainfield to purchase the property, to be used immediately for the construction of a parking lot, with the Library retaining the right to purchase the property at a set price in 2010.

The building and population boom in the area took off in the late 1990's and continued into the new century. In early 2003, Census 2000 figures were finally released – more than doubling the district's official population and outstripping all prior population estimates. Planning began for a library branch in a joint-use facility with the Plainfield Township Park District, based on a developer donation. However, the developer's project did not move forward, stalling the project in the planning stage.

In 2004, the interior of the library was remodeled, funded by developer's fees, to accommodate the changing needs of the community and maximize the use of space in the building. Outreach Services became an independent department within the Library, reflecting the Visioning 2003 plan goal to extend library service to locations outside the library building.

In 2006, the Library's new Long Range Plan set an approximate timeline for planning a building expansion with a target for expanding the downtown facility when the library is contracted to purchase adjacent land from the Village of Plainfield in 2010. The Long Range Plan goal to increase residents' awareness of the Library and its services led to the creation of the first Marketing Communications Plan in 2007.

Library building consultant Anders Dahlgren of Library Planning Associates worked with the Board of Trustees and Library staff to create a Space Needs Analysis in 2007 and Library Building Program in 2008. These documents formed the basis of the building expansion and operations referendum that was placed on the Spring 2009 ballot. Voters rejected the plan in April 2009.

In 2010, the building bonds from the 1990 referendum were paid off. As the nationwide economic crisis deepened, the community was surveyed on their priorities for library service in the face of budget cuts. As set forth in the 2000 settlement with the Village of Plainfield, the library purchased the parking lot to the east of the building in 2010, the final property needed for any expansion on the Library's current site.

In-house staff completed interior changes in 2011, including swapping office space and building two walls to partition existing areas. The changes were made in an attempt to continue to meet demand for the next 3-5 years. Open house sessions were held, presenting a variety of options for library expansion, to gather public opinion on a possible 2012 expansion referendum. The feedback received acknowledged the need as well as reluctance to support a ballot measure at that time. Expansion planning was tabled, with a tentative next date of 2016 for an expansion referendum.

The aging facility was the focus of 2012, with a full evaluation of the building and its systems performed by KJWW Engineering. With over \$2.8 million in repair and replacement needs identified to keep the building operational in the long term, it also prioritized those needs into immediate, short and long term categories. The immediate term needs were: shingled roof replacement, Bay Area window replacement and HVAC control and RTU replacement.

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Completion of those immediate need replacement projects in FY2013 depleted the library's remaining capital reserve funds. Long Range Budget Plan FY13-FY17 was adopted to fund short term facility repair and replacement needs by reorganizing staff to eliminate 2 FTE and reducing or freezing remaining lines. The increasing difficulty of serving a large population from an aging and undersized facility continued to limit the ability to meet the community's needs.

In 2014, a new expansion planning process was begun. The update of the Strategic Plan was included to provide the framework for service priorities in the planning process.

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# Appendix B

**Plainfield Public Library**

**Plainfield, Illinois**

## **Facility Infrastructure Assessment**

**KJWW#11.0712.00**

**February 9, 2012**



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**Facility Infrastructure Assessment  
for  
Plainfield Public Library  
Plainfield, Illinois**

**KJWW #11.0712.00  
February 9, 2012**

**INTRODUCTION**

Plainfield Public Library was constructed in the 1940's in Plainfield, Illinois. Since then, the original facility has undergone a significant addition in 1990 and now totals roughly 27,000 square feet. KJWW Engineering Consultants was contracted to perform a facility infrastructure assessment of the mechanical, electrical, plumbing, fire protection systems, equipment in the facility and provide analysis and recommendations for the short plus long term future planning of the library. AltusWorks was contracted through KJWW to provide architectural services for the evaluation of the existing architectural building systems, with particular focus on the building envelope systems.

**OBJECTIVES**

The purpose of this infrastructure assessment is to analyze the existing library infrastructure to determine condition, capacity, age and arrangement as well as to provide feedback that may improve the current system operation. Systems analyzed as part of this report will include the following:

- Heating Systems
- Cooling Systems
- Airside and Terminal Equipment
- Plumbing Systems
- Fire Protection System
- Electrical Systems
- Building Envelope Systems

The end result of this report will be a strategic tool to provide useful reference material for the facility staff to plan for future growth of the facility and to assist with the operation.

**EXECUTIVE SUMMARY**

Based upon the results of our field survey, drawing review, and meetings with the facility personnel, the following upgrades and replacement projects as presented in this report are recommended for Plainfield Public Library. We have established a priority for the projects for the purpose of planning. We have classified the projects into three tiers: Projects that should be implemented as soon as possible in order to remain open and operate efficiently, 0-2 years (Tier 1), Projects that should be implemented in 2-5 years (Tier 2) and Projects that should be implemented in 5-10 years (Tier 3). Where possible, the projects have been ordered by their need and potential for energy conservation relative to capital cost (payback). Further discussion of the system deficiencies and proposed corrections can be found in the body of this

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report. Estimated costs are hard costs only and do not include design fees and other soft costs associated with construction projects.

Tier 1 (0-2 years):

- **Ductwork Sealing and Distribution Improvements:** This project would take steps to correct the existing ductwork deficiencies and sealant issues that persist throughout the systems. This cost is an allowance and could vary based upon discoveries once the entire ceiling space is explored.
  - Estimated Cost: \$50,000
  
- **Air Handling Systems Replacement & Control Upgrade:** Replacement of central building air handling units and controls.
  - Estimated Cost: \$200,000 – \$250,000
  - Cost Includes 4 roof top units, each approximately 10,000 cfm
    - Roof Top Units: \$40,000 per unit (including setting units)
    - Control Upgrades and Front End \$75,000
  
- **Data Closet Cooling Upgrade:** Replacement of the existing residential style unit with properly designed cooling.
  - Estimated Cost: \$50,000
  - Cost of cooling upgrade alone would be substantially less than \$50,000, however, we believe that proper cooling of the room will require the size of the room to be expanded in order to accommodate the amount of equipment contained within the current closet.
  
- **Stabilize envelope and address issues that are contributing to ongoing deterioration:**
  - **Roof:** replace damaged/deteriorated shingles and rubber roofing, reinstate ridge vent operation, tuckpoint copings, coat rubber roof, repair skylight and cupolas, replace curbs and crickets.
  - **Masonry Walls:** Tuckpoint original entry surround and replace expansion joints.
  - **Windows/Doors:** Repair deteriorated windows, paint doors and correct locking deficiency at main entry.
  - **Site:** scrape and paint exterior steel stair assemblies, regrade at north to redirect surface water, repair parking lot.
  - Estimated Cost \$235,000
  
- **Thermal Scan Switchboard and Panelboards.**
  - Estimated Cost \$10,000
  
- **Trace Branch Circuits in each Panelboard.**
  - Estimated Cost \$10,000

- **Cover Plates for Open Junction Boxes.**
  - Estimated Cost                      \$2,000
- **Generator & ATS Inspection and Test.**
  - Estimated Cost                      \$2,000

Tier 2 (2-5 years):

- **Zone Air Distribution Corrections & Controls:** Corrections to ductwork distribution and upgrade of terminal controls on HVAC airside and perimeter fin tube heating. This would include box controllers, thermostats, new control valves for fin tube radiation and central control system.
  - Estimated Cost:                      \$150,000 - \$200,000
  - Breakout Costs: Front End Controls: \$15,000, Box Controllers and Thermostats: \$2,500 per zone (30 Zones), Control valves: \$350 per valve (30 Zones), Hot Water Piping Work to Match Terminal Box Zones: \$25,000, Ductwork Distribution Corrections: \$50,000
- **Plumbing Fixture Upgrade** Fixture upgrades throughout the facility would increase the fixture reliability and reduce water usage. Lavatory flow would be reduced to 0.5 gallons per minute to conform with the requirements for public lavatories in the Illinois Plumbing Code. Water closets could be reduced to 1.28 gallons per flush and urinals would be reduced to 0.125 or 0.5 gallons per flush.
  - Estimated Cost:                      \$30,000
  - Costs assume that no piping modifications are required.
  - Breakout Costs: Water Closets: \$1,500 each (10 total), Urinals: \$1,500 each (2 total) Lavatories: \$1,000 each (8 total), Miscellaneous Faucet Upgrades for Fixtures: \$2,500
- **Hot Water Circulation System:** Install recirculation pump and piping to remote hot water uses in order to improve the operation of the building hot water system. Cost includes rough estimate for circulation pump with power (\$1,500) and piping modifications, recirculation piping with valve trim (\$11,000) and insulation (\$2,500).
  - Estimated Cost:                      \$15,000
- **Secondary Roof Drainage** Secondary roof drainage is a requirement of the authority having jurisdiction and that system is required to be separate from the primary drainage system. This new drainage system would "daylight" out of the side of the building.
  - Estimated Cost:                      \$27,000
  - Breakout Costs: Roof Drains: \$1,000 each (2 total), Piping and Lambs tongue with Opening and Shaft Work to Conceal: \$25,000

- Short term repairs that coordinate with mechanical recommendations and address aging systems.
  - Roof: Reset roof drains and additional roof repairs.
  - Masonry Walls: Restore original Library exterior masonry walls and rebuild window and door lintels.
  - Windows/Doors: Replace windows, upgrade thermal performance in coordination with mechanical improvements, remove and replace power door operator.
  - Site: Remove and replace concrete at main entrance, address settlement.
  - Estimated Cost                                 \$500,000-\$525,000
  
- Replace Exit Signs with LED Type
  - Estimated Cost                                 \$10,000
  
- Add Occupancy Sensors in Enclosed Rooms.
  - Estimated Cost                                 \$5,000
  
- Replace Exterior Building Mounted Lights with LED Type.
  - Estimated Cost                                 \$10,000
  
- Replace Interior HID Lights with LED Type.
  - Estimated Cost                                 \$50,000

Tier 3 (5-10 years):

- Heating Plant: Replace existing boiler with a high efficiency boiler. This cost may vary greatly based upon type of boiler, changes to configuration and piping rework. We believe a good budgetary number for this work is as follows. We suggest completing schematic design for the replacement prior to finalizing any funding.
  - Estimated Cost:                                 \$200,000 - 250,000
  
- Long term repairs intended to extend the life of the building another 10-15 years.
  - Roof: Replace shingle and rubber roofing system.
  - Estimated Cost                                 \$575,000 - \$600,000
  
- Replace Generator & ATS
  - Estimated Cost:                                 \$25,000
  
- New Addressable Fire Alarm System: Although the existing fire alarm system is in good condition, it will reach its useful lifetime in 5-10 years and should be upgraded with an addressable system.
  - Estimated Cost:                                 \$100,000

- **Replace Lighting and Controls Throughout:** This cost may vary greatly based upon type of fixtures, extent of lighting control and technology available at the time of the project. We believe a good budgetary number for this work is as follows. We suggest completing schematic design for the replacement prior to finalizing any funding.
  - o Estimated Cost: \$300,000 - \$400,000

## INFRASTRUCTURE ANALYSIS

The following portion of the report is a summary of the existing library systems with respect to operation, capacity, age and overall condition. The recommendations discussed are based on our field investigation of the existing systems, conversations with library staff, and review of the record drawings available.

### HEATING PLANT

#### Background & Findings

The library is provided with hot water via one (1) boiler. The boiler (B-1) provides hot water to perimeter radiation and terminal heating devices throughout the building. The rooftop units are not served by the boiler, instead utilizing a gas fired heating coil. The boiler was installed as a part of the addition in 1990. It has an output capacity of 780 MBH (900 MBH input). Based upon a cursory analysis, this capacity appears to be adequate to serve the present needs of the library.

Hot water is distributed throughout the building by two (2) primary hot water pumps arranged in a lead/lag arrangement. Valves at terminal devices are two-way and volume control at the plant level is achieved with a main bypass valve. The pressure sensor that controls this valve is near the boiler. During our site visit, the bypass valve was observed "chattering" while trying to find an appropriate setting. This is indicative of control issues that should be further investigated.

Boiler plant and distributed hot water system controls are all unitary. Self-contained "Danfoss" valves are located at each section of perimeter fin tube radiation. These valves are not interfaced in any fashion with the ventilation system. Cabinet unit heaters have manufacturer provided thermostats that control the fan and heating sections.

The boiler controls reset hot water temperature based on outside air temperature and control boiler staging and pump operation.

#### Conclusions & Recommendations

The existing heating plant at the library is in average condition given its age and provides adequately for the building. The boiler is robust and will likely operate with regular maintenance for many years. However, we believe the following upgrades to the heating system will provide improved efficiency and reliability for the library:

- **Upgrade of Perimeter Heating Controls and Pumping:** This project would remove the existing "Danfoss" valves and install control valves throughout the system. This project would be combined with the airside control upgrade and tie the airside systems to the same control point as the heating side to provide optimized control.

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- **Boiler Replacement:** As a long term project, we recommend that the boiler be replaced with new, high efficiency boiler. Two smaller boilers may be chosen at that time to increase the system redundancy.

## COOLING SYSTEMS

### Background & Findings

The library is provided with air conditioning via the four (4) roof top units. The units utilize direct expansion cooling integral to the modular unit. Each unit has one compressor that can modulate with 2 stages. Refer to the 'Air Handling Systems' portion of this report for further details regarding the roof top units.

The only other cooling equipment within the facility is a 1.5 ton unitary air conditioner located within the technology closet on the first floor. This unit is a residential style cooling unit that is not appropriate for the usage or location installed.

### Conclusions & Recommendations

Refer to the 'Air Handling Systems' portion of this report for recommendations related to this unitary equipment.

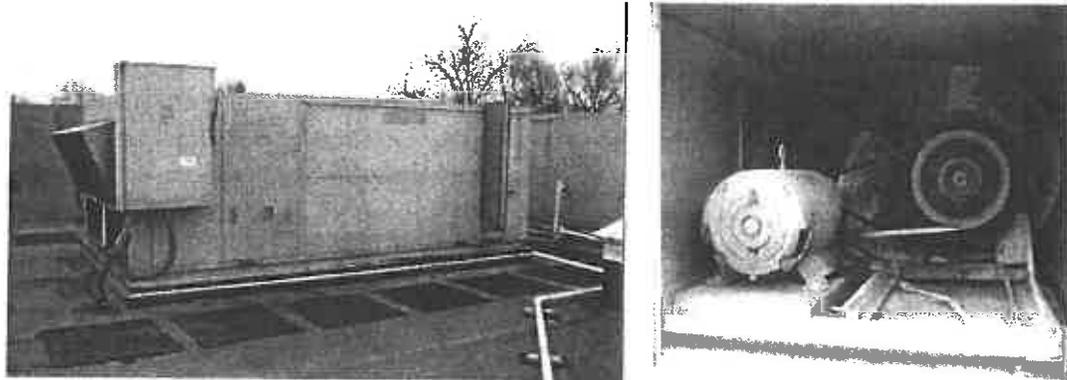
We recommend that the cooling to the technology closet be replaced with a more suitable unit. As a part of this work, the closet may need to be expanded.

## AIR HANDLING SYSTEMS

### Background & Findings

Four (4) packaged rooftop units are located on the roof of the building to service individual areas and floors. These units were added as a part of the library expansion in 1990, and most of them are in poor condition due to ages beyond their useful life expectancy. The roof top units utilize inlet guide vanes to modulate airflow to the terminal air boxes, which is inefficient compared with variable frequency drives. The following is a brief summary of the units, their usage, condition, and any issues that were observed during our field survey.

**HVAC-1: Location: Roof, Service:** 11,000 cfm gas fired, direct expansion cooled roof top unit serving the first floor. This unit is in poor condition and has experienced operational issues, including compressor failure. The compressor was recently replaced due to failure.

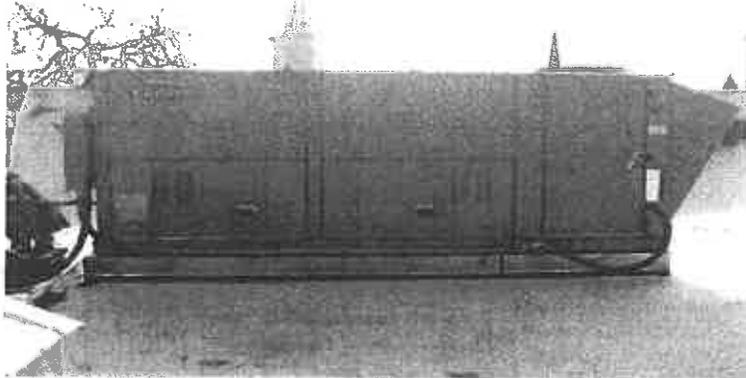


Typical HVAC-1,2,3 Unit

**HVAC-2: Location: Roof:** 9,400 cfm gas fired, direct expansion cooled roof top unit serving the first floor. This unit is in poor condition and has experienced operational issues.

**HVAC-3: Location: Roof:** 7,800 cfm gas fired, direct expansion cooled roof top unit serving the Lower Level. This unit is in poor condition and has experienced operational issues.

**HVAC-4: Location: Roof:** 8,000 cfm, gas fired, direct expansion cooling roof top unit serving the Lower Level. This unit is in average to poor condition.



HVAC-4

The following is a summary of the issues observed during our walkthrough, conversations and drawing review:

- **Roof curbs height:** Roof curbs on all four (4) roof top units were all approximately 8". At a minimum, we recommend 12" curbs for these units based on industry practices. However, due to the surrounding sloped roofs, it would be beneficial to increase this amount to 18". Roof curb modifications could easily be incorporated into a project to replace the roof top units in the near future.

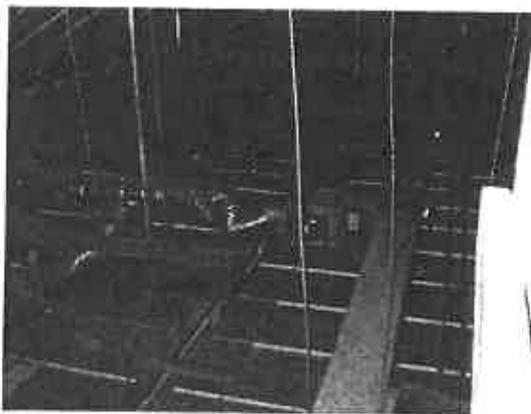
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- **Outside air dampers operation:** During both visits, outdoor air dampers on all roof top units were 100% closed. It was not possible to determine the cause for this issue because no building automation exists to interface with these units. This is limiting the ventilation provided to the building and causing the roof top units to underperform in terms of discharge air temperature (when outside air could be used for free cooling) and airflow. This maintenance issue should be resolved as soon as possible as the present condition fails to meet code or recommended guidelines for indoor air quality.
- Although humidification is shown on the design documents for the air handling systems within the building, no active humidification currently exists. Conversations with facility staff indicate that these humidifiers were never operational and were removed/decommissioned. Further exploration on this topic revealed that no preservation or rare book storage uses exist in the building and no static electricity issues were mentioned or observed.
- Terminal air box controls were retrofitted in the late 1990's to Krueter analog electronic controls. These controls are outdated and provide challenges to building staff. We believe that is a factor in the erratic control of room temperatures and discomfort to occupants, as well as wasting energy. These retrofit controls are not mounted well to the boxes and one instance was discovered where the controls had become detached from the box. We recommend a complete replacement of terminal controllers and control system. It is unlikely given the existing equipment, that any of the existing hardware can be re-used reliably.
- Perimeter HVAC Arrangement: The perimeter HVAC zones have fin tube at each window location (controlled locally by sensing element) and a floor grille from the zone terminal air box (controlled from the thermostat). These devices likely "fight" each other consistently in an attempt to control space temperature because the devices are not controlled through the same control device, resulting in substantial wasted energy. In addition, we believe that the terminal air box minimums have been reset to 0% (from the design of 30%) which could reduce ventilation levels below code minimums during heating mode.

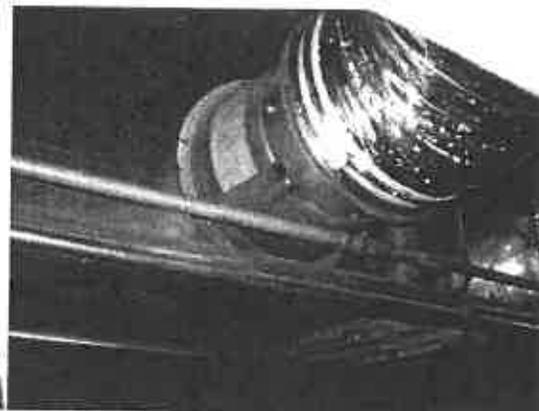


Typical perimeter HVAC arrangement

- **Duct Construction and Distribution:** During our field survey, many instances of duct air leakage from the roof top unit to the terminal air boxes were observed. This was confirmed by review of the balancing report for the 1990 building addition and conversations with building staff. Many stagnant areas exist in the building and the balancing report shows several areas that achieved less than 50% of design airflow during balancing, which results in discomfort to occupants. The areas with shortages focus on the lower level. This can be attributed to crimped flexible ductwork in many locations and leakage of medium pressure ductwork. Most low pressure ductwork appeared to be sealed. Formal duct static pressure calculations were not performed for the building, but this should be included as a part of any project to correct these issues or replace the roof top units to confirm the pressure drop within the system.



Crimped ductwork on box inlet



Example location of duct leakage at take-off

### Conclusions & Recommendations

The existing roof top units at the library are in poor condition and should be replaced as soon as funding is available. As a part of this project, the systems should be evaluated in detail to eliminate many of the operational issues experienced in the building as well as raising the unit curbs. The new units should be designed to provide the proper amounts of outdoor air. In addition, we believe the following upgrades to the airside systems will provide improved efficiency and reliability for the library:

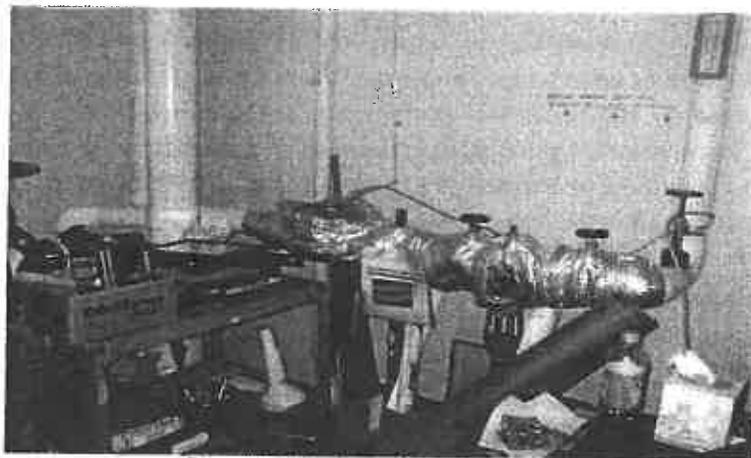
- **Duct Sealing and Improvements to Distribution:** This project would take steps to correct the existing ductwork deficiencies and sealant issues that persist throughout the systems.
- **Upgrade of Perimeter HVAC:** This project would replace the terminal air box controls and thermostats as well as remove the existing "Danfoss" valves and install control valves throughout the system.

### PLUMBING SYSTEMS

#### Background & Findings

##### Cold Water

Presently a 6" combined cold water service enters the building in the basement. The 6" is a combined water service serving both fire protection and domestic uses.



Domestic cold water service meter assembly

The domestic water system is currently not softened, as the city system is lake water which is typically low in hardness level. The water is distributed from the incoming service to the building uses. Piping is copper with soldered joints and appears to be in good condition. No booster pump is installed or required based on city water pressure.

### Domestic Hot Water

The domestic hot water for the library is produced by one (1), 50 gallon, electric water heater located within the Basement mechanical/electrical room. The hot water system is not equipped with circulating piping and pumps to maintain temperature throughout the facility during low usage periods. This results in significant time to provide hot water to some fixtures.

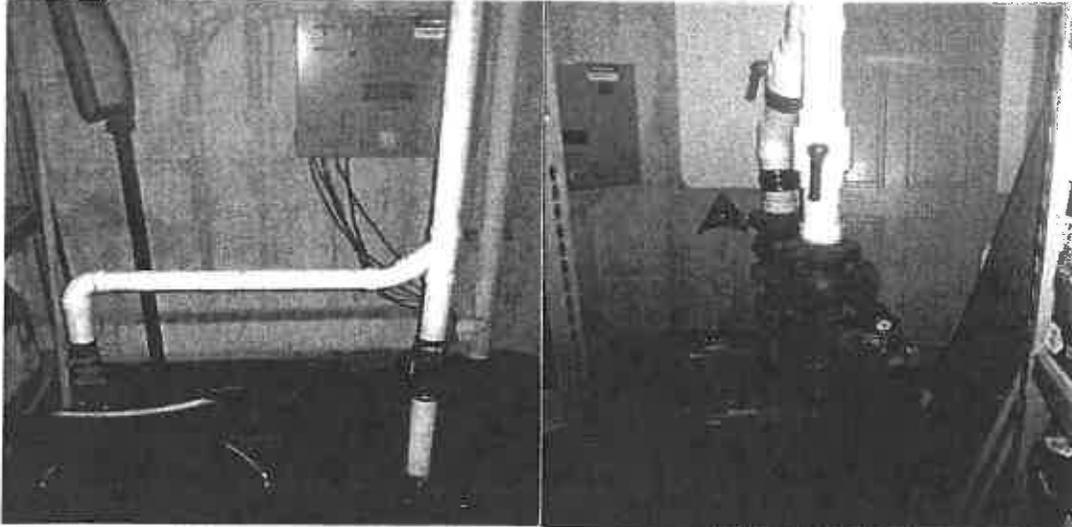
From tagging on the water heater, it appears to be roughly 5.5 years in age. The average life expectancy of this equipment is 10-12 years. As the age of the water heater increases, it should be monitored to avoid failure and maintenance budgeting should allow for replacement in roughly 5 years.

Hot water piping is copper with soldered joints and appears to be in good condition. Small portions of un-insulated pipe were observed that could be addressed easily as a low cost maintenance improvement.

### Sanitary and Vent Systems

Sanitary and vent piping within the facility is primarily Schedule 40 polyvinyl chloride (PVC) and appears to be in good condition.

Sump and sewage ejectors are located in the basement. One sewage ejector services all sanitary usages at the lower level including toilet rooms and a break room. The sewage ejector is in good condition and operates reliably according to facility staff. Elevator and drain tile sump pumps are also located at the basement level. All pumps are original to the 1990 addition, and although there are no major related projects for this equipment, engineering staff should monitor the equipment during the upcoming years for repair/replacement under maintenance work.



Drain tile sump pump

Building sewage ejector

### Storm Systems

The flat portion of the library roof is equipped with four (4) roof drains. These drains sit at roughly equal elevations spaced equally around the roof. Because the clamping ring sits too high, a minor amount of ponding occurs on the roof during rain events. No secondary storm drainage exists on this roof. The

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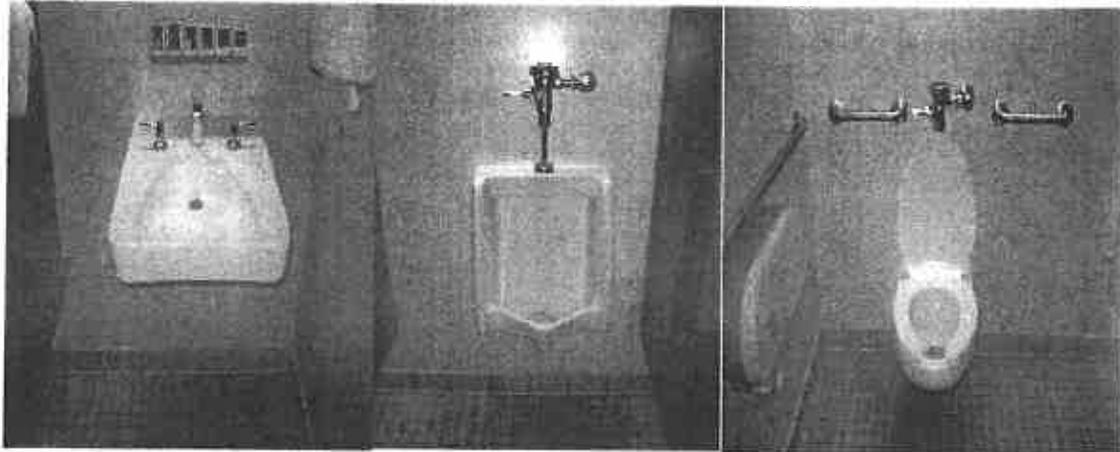
gutter system on the perimeter of the sloped roof portions of the building ties into the interior storm piping from the roof drains and exits the building to the north.

The drawings indicate a complete foundation drain tile systems for the 1990 addition portion of the building. The drain tile drainage is routed to a settling basin/sump pump located at the west end of the basement.

### Plumbing Fixtures

The existing plumbing fixtures in the various toilet rooms throughout the facility appear to be in good condition. Based on conversations with facility staff, maintenance issues on the fixtures are limited, and usually focus on the flush valves. The flow rates associated with the fixtures are as follows:

- Water Closets: 1.6 gallons per flush with manual flush valves
- Urinals: 1.0 gallons per flush with manual flush valves
- Lavatories: 2.5 gallons per minute with manual controls



Representative lavatory, urinal and water closet

### Conclusions & Recommendations

Based on this information, we recommend that the domestic water service be maintained in its current configuration. However, several projects present themselves after review of the plumbing system

- **Plumbing Fixture Upgrade:** Fixture upgrades throughout the facility would increase the fixture reliability and reduce water usage. Lavatory flow would be reduced to 0.5 gallons per minute to conform with the requirements for public lavatories in the Illinois Plumbing Code. Water closets could be reduced to 1.28 gallons per flush and urinals would be reduced to 0.125 or 0.5 gallons per flush.
- **Hot Water Circulation System:** Install recirculation pump and piping to remote hot water uses in order to improve the operation of the building hot water system.

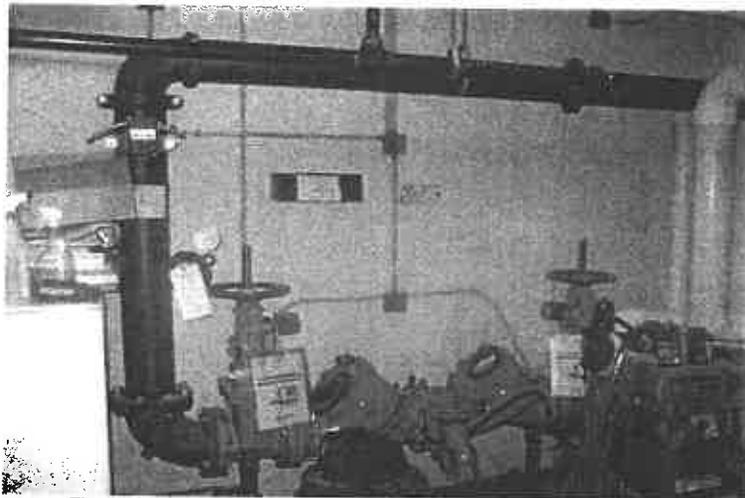
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- **Secondary Drainage Installation:** Secondary roof drainage is a requirement of the authority having jurisdiction and that system is required to be separate from the primary drainage system. This new drainage system would "daylight" out of the side of the building.

## **FIRE PROTECTION SYSTEM**

### Background & Findings

The library is a fully sprinkled building. A 6" fire protection feed originates from the combined incoming water service and serves the entire building after passing through a backflow preventer. Flow and monitor switches for fire alarm annunciation exist on the main fire protection feed downstream of the backflow preventer in the basement, however, no other zones exist in the building due to its size. The attic spaces within the pitched roof portions of the building are composed of combustible construction and are sprinkled with wet sprinklers as the attic insulation is at the roof. No standpipes are present in the building, nor are they required. No dry or other special fire protection systems were observed within the library.



Fire protection backflow preventer with main monitor and flow switches

Sprinkler coverage throughout the building appeared to be adequate with one exception at the Kalwall skylight area in the main section of the first level. Although the lower ceiling areas of this section are sprinkled, the large skylight area did not appear to be protected.

Based on conversations with facility staff, NFPA 25 inspection, testing and maintenance has not historically occurred within the building, but is now being required by the libraries insurance company. At the time of this report, this work was in the process of being contracted.

### Conclusions & Recommendations

No major deficiencies or code concerns were identified within the fire protection system during our review other than the coverage issue mentioned above at the Kalwall system. We recommend that this area be brought into code compliance as soon as possible. The fire protection contractor/consultant that will be

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providing NFPA 25 inspection and testing services will likely be able to provide pricing and/or design build services to implement this work.

We also recommend that NFPA 25 inspection and testing continue on a regular basis as identified in the standard in order to maintain and identify shortcomings within the fire protection system.

## **ELECTRICAL SYSTEMS**

### **ELECTRICAL SERVICE AND DISTRIBUTION**

#### **Background & Findings**

The existing electrical service is provided by a utility transformer located on the west side of the building. The utility transformer is located in a utility vault immediately west of the main electrical room.

The electrical service comes into the building from the utility transformer and terminates in the main switchboard which is rated at 208/120 volts, 3 phase, 1600 amps. The switchboard is Square D with a 1600 amp CT and 1600 amp main fuse disconnect.



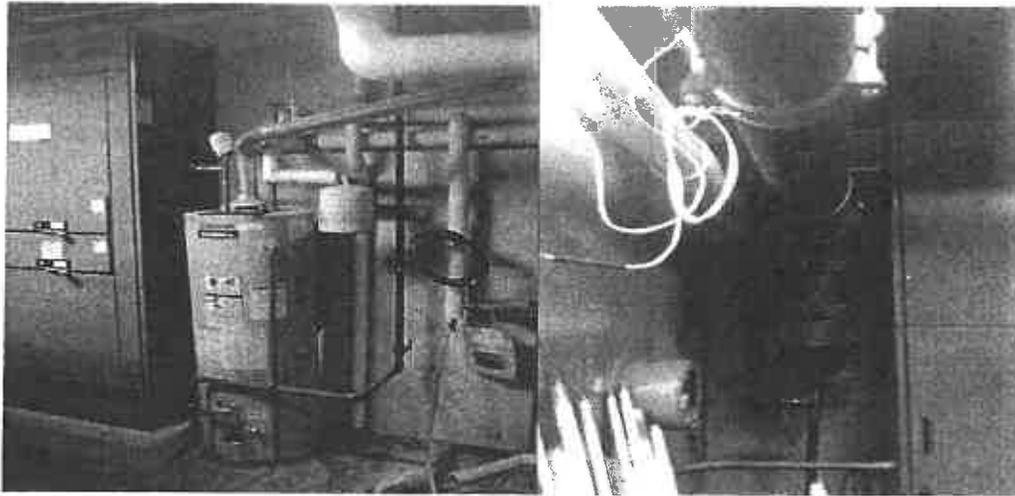
The switchboard is a 4 section switchboard and serves the following:

- Section #1:
  - service pull section
- Section #2:
  - 1600 AMP Main Fuse
  - Tap for ATS
  - RTU-2
  - RTU-3
- Section #3:

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- Panel LPBA
- Panel LPBB
- Panel LP1A
- Panel LP1B
- Humidifier #1
- Humidifier #2
- Humidifier #3
- Elevator
- RTU-1
- Section #4:
  - Panel LPBC
  - HVAC
  - Space for Additional Fuses

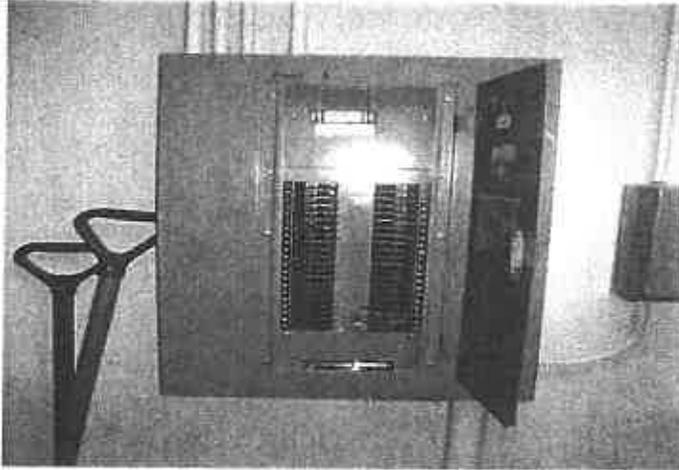
This switchboard is original to the building and appears to be in good condition. However, on the right side of the switchboard is the water heater and on the left side is a sprinkler line. The location of these is not ideal due to the fact that if there is a leak the switchboard will be exposed to water. Also, this room is being used for storage which is not advisable. There has been no maintenance performed on the switchboard.



Based on the electrical bills for the past year, the peak load on the electrical service was 212.26 kw (590 amps) in July 2011.

Distribution within the building consists of three lighting panels in the basement and two lighting panels on the first floor. These panels are fed directly from the main switchboard.

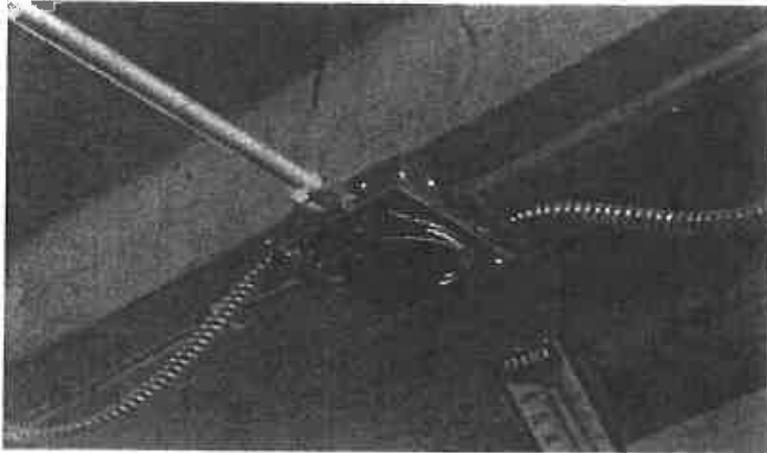
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These panels are original to the building and appear to be in good condition. However, the panel board labels and directories on each panel are inadequate and do not reflect accurately the branch circuits served. There has been no maintenance performed on the panelboards.

- Panel LP-BA: Square D, 208/120 volts, 3 phase 200 amps, 42 circuits, located in the main electrical room.
- Panel LP-BB: Square D, 208/120 volts, 3 phase 200 amps, 42 circuits with 1 space, located in the janitor's closet.
- Panel LP-BC: Square D, 208/120 volts, 3 phase 225 amps, 42 circuits with 9 spaces, located in the employee lounge.
- Panel LP-1A: Square D, 208/120 volts, 3 phase 200 amps, 42 circuits with 3 spaces, located in the receiving room next to the roof ladder.
- Panel LP-1B: Square D, 208/120 volts, 3 phase 200 amps, 42 circuits, located in the receiving room next to the roof ladder.

Several open junction boxes with exposed wiring were observed. Having open junction boxes is a code violation and presents possible electrical hazard conditions. The exact number of open junction boxes could not be determined as this would require access above all ceilings.



### Conclusion & Recommendations

The existing electrical service is adequately sized and has a peak demand of approximately 38% of the service capacity. The existing switchboard and panelboards at the library are in good condition given their age. However, we believe the following actions should be taken to continue with proper operation of the system:

- Thermal scan the switchboard and panelboards to determine the integrity of the bussing and terminations.
- Trace all the branch circuits of the panelboards to accurately identify the loads being served from each branch circuit.
- Provide cover plates for all open junction boxes.
- Remove storage from the main electrical room.

### EMERGENCY SYSTEM

#### Background & Findings

There is an emergency generator (208/120 volts, 3 phase, 69 amp output) located in the basement with an ATS located in the main electrical room. The generator is an Onan 20 kw natural gas generator original to the building. The generator is exercised weekly. The total run time on the generator is approximately 320 hours.



The generator feeds panel EMLP-B (208/120 volts, 3 phase, 100 amps, 30 circuits with 6 spaces) located in the main electrical room in the basement. The panel serves exit and emergency lighting, hot water pumps, boiler, sewage ejector, sump pump, elevator lights, receptacle in the boiler room, EMS, fire alarm panel, sprinkler bell, gutter heater, and duct smoke detectors. Based on the loads served by this panel, the generator appears to be loaded to capacity. Panel EMLP-B is original to the building and appears to be in good condition. There has been no maintenance performed on the panelboard.

#### Conclusion & Recommendations

Generally, the emergency system appears to be adequately sized for the loads currently served. However, if additional loads are planned to be added to the generator, a larger generator and associated distribution system will be required. We believe the following actions should be taken to for continued proper operation of the system:

- Thermal scan the emergency panelboards to determine the integrity of the bussing and terminations.
- Inspection of the generator and ATS by the manufacturer.

#### LIGHTING SYSTEMS:

##### Background & Findings

##### **General Interior Lighting**

General interior lighting within the building is fluorescent, however, there is some HID lighting on the first floor. The majority of the light fixtures are original to the building. The lamps on the fluorescent fixtures were changed to energy efficient T8 lamps in 2003.

Lighting controls consist of local switching in each area. This type of lighting controls does not meet the latest energy codes which require automatic shut-off of lighting during unoccupied times.

Illumination appears to be adequate in most areas except some areas served by the indirect HID lighting.

#### **Emergency Lighting and Exiting**

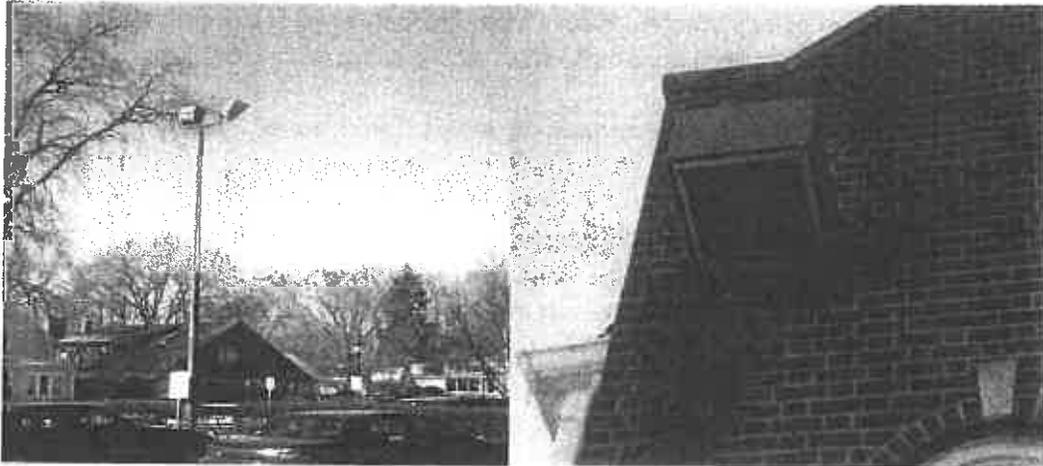
The existing emergency lights are selected general area lights connected to the emergency generator which provides continued illumination in the event of a utility power outage. The emergency lighting illumination could not be confirmed due to the fact that the library was occupied and day-lit at the time of the survey.

Exit lights are located throughout the library in the path of egress. The existing exit signs are AC power only since they are fed from the generator. They are in poor condition and not energy efficient.



#### **Exterior Lighting**

Exterior lighting consists of building mounted lights on the north side and pole mounted light fixtures in the parking lots. All exterior lights are HID type and controlled by a time clock. The building mounted lights indicate some deterioration and rust. Exterior lighting illumination could not be confirmed due to daylight at the time of the survey.



### Conclusion & Recommendations

The interior lighting system is in good condition and provides adequate illumination in most areas. The exterior building mounted lights are rusting. The lighting controls consisting of manual switching does not comply with the latest energy codes. We recommend the following:

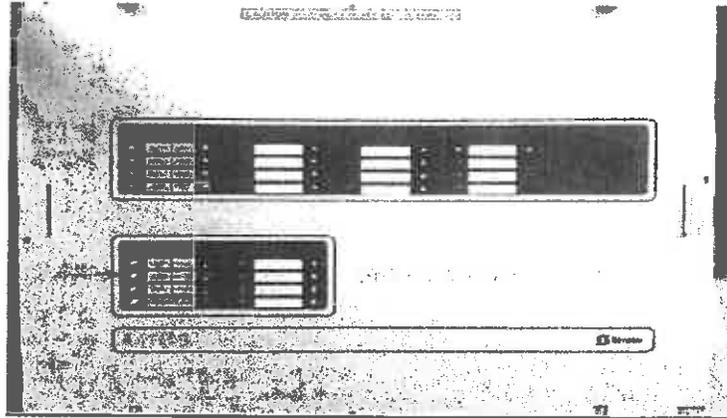
- Replace the existing exit signs which are in poor condition with new LED exit signs which will be more energy efficient.
- Replace the existing exterior building mounted light fixtures that are deteriorating. Consideration should be given to utilizing LED type fixtures.
- Replace the HID interior light fixtures to provide adequate illumination. Consideration should be given to utilizing LED type fixtures.
- Add occupancy sensors in enclosed spaces such as offices, meeting rooms, computer rooms, etc. for automatic shut-off.

### FIRE ALARM

#### Background & Findings

The fire alarm system is a conventional hardwired Simplex 4002 system. The fire alarm system is powered from panel EMLP-B which is backed by the generator. Pull stations at the exits, duct detectors in the roof top units, smoke detectors, horns and strobes are located throughout the library. The fire alarm system was recently inspected by the manufacturer's representative and the fire department. The system appears to be good condition.

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### Conclusion & Recommendations

The fire alarm system is in good condition was recently tested by the manufacturer's representative. Continued testing of the system is recommended.

Prepared by: John R. Panek, PE, FPE, LEED AP and Arun K. Garg, PE

JRP:AKG/rms

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Envelope Assessment Report

Plainfield Public Library  
15025 South Illinois Street  
Plainfield, Illinois 60544

ENVELOPE ANALYSIS

Ellen Stoner of AltusWorks attended the project kick off meeting and performed the site assessment work on January 19, 2012. The envelope systems including exterior walls, roof, windows and doors were evaluated. The interior of the library was visited to review any reported leak conditions and to operate some windows and doors. Following are our observations:

ARCHITECTURE

HISTORIC PRESERVATION

RENOVATION AND REPAIR

COLLECTIVE REUSE

FACILITY ANALYSIS

General Building Description:

The Plainfield Public Library is a 2-story rectangular planned Colonial Revival style building with a painted colonnaded portico and pitched roofs. The original library was built circa 1940 and was expanded by a large addition in 1990. The original building is located at the southwest corner and is fully integrated into the current building plan. The new exterior walls are cavity wall construction with brick masonry veneer over concrete masonry units and interior furring. The windows are a combination of fixed and operable wood windows. The entrance doors are a combination of hollow metal and aluminum.

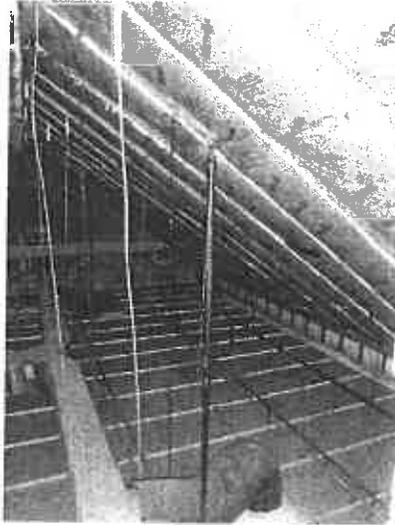
ROOF SYSTEMS:

The new roof profile matches the original gable ended pitched roof system at a 9:12 slope. The main ridge lines run east-west at the north and south extent of the building plan and terminate with masonry gabled walls extending above the roof surface. The north-south connecting roofs are also pitched at a 9:12 slope and terminate as a cross gable into the main roof lines. The center section of the southern roof line is raised over the main entry and ornamented with a colonnaded portico. The northern roof line is embellished with a faceted round roof that corresponds to the semicircular reading room. The east and west elevations are protected by an overhanging eave line. The gabled roofs frame a central flat roof which supports the main mechanical units and is punctured by a central cross skylight which brings daylight into the interior communicating stair.

The 1990's roof structure is composed of 2x12 rafters and plywood sheathing covered either by a shingled roof system or a single ply rubber roof. There is limited attic space at the southwest corner of the building. The other gabled roof sections of the addition have cathedral ceilings. The original 1940's section of the building reportedly has its original plaster ceiling with a suspended acoustic tile ceiling system mounted below. In the attic areas, the rafter spaces are packed with paper-faced batt insulation with a 2" air space above. The exposed and concealed wood elements were painted at the time of construction and the paint system is currently peeling. This failure of the paint system is most likely due to age and deterioration from heat build up below the roofing systems and within the

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wood elements. According to the construction drawings, the cathedral ceilings are similarly insulated with a 2" air space to allow venting of the roof system. There are limited reported leaks and limited evidence of leaking through the roof system and at intersections of roof areas. Signs of leaks consist of water staining at edges of the batt insulation, edges of acoustic tiles, and discoloration of painted attic elements. There is full walk-up access to the roof.



The singled roofs appear original to the construction of the addition with eave and continuous ridge vents. The shingles appear in relatively good condition with localized area of curly. Due to snow coverage, missing aggregate was not noted. One area of leaking with the roof area was reported and corresponds with an area of heavier shingle deterioration. The leaking is most likely due to driving rain, aged shingles, lack of proper shingle overlap or missing felt and water working its way through the joints in the sheathing below the shingles.

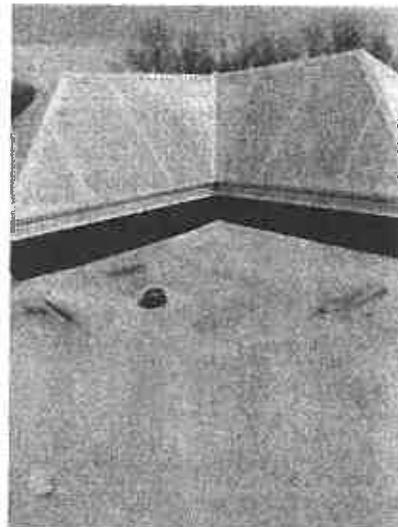


The inner sloped and vertical surfaces of the gabled roofs were reroofed in 2009 when the flat roof was replaced with a single-ply rubber roof system. Rubber roof systems are generally recommended for low-slope roofs but there is no slope limitation to the systems as long as the adhesive is properly applied and cured. Rubber membranes can be mounted to steeply sloped and vertical surfaces and does not require venting. The roof was covered in a light snow during our visit so specific deficiencies in the membrane cannot be identified, however, conditions noted include:

- Wrinkled or pulled membrane on sloped surfaces indicating slippage or other movement in the membrane
- Patching at intersection of sloped roof areas to vertical walls, other sloped areas and flat roof.
- 16 vents are installed at the lower section of the sloped roof area
- Flashing terminations excluding the ridge condition appear to meet minimum industry standards.
- Penetrations at vent stacks, mechanical units and drains appear to comply with industry standards.

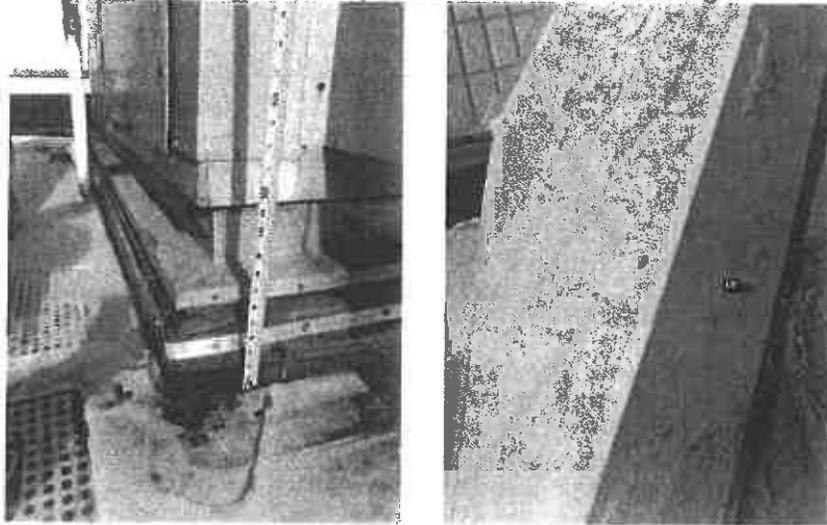


With replacement of shingle roofing with single-ply rubber membrane, the manufacturer recommends an 18"-24" extension of the single ply membrane under the shingles thus making the ridge vent inactive. This detail will have short circuited the roof venting and will accelerate the aging of the shingled system and allow heat to build up in the wood members thus contributing to the attic paint failure. Reported leaks at the vent are most likely from driving rain moving water into the ridge vent and following the rubber roof membrane under the shingles, through joints in the sheathing, and into the occupied space. Continuous ridge vent tie-in is a difficult detail and unless installed according to manufacturer's detail, leaking at this condition will continue to be an issue.



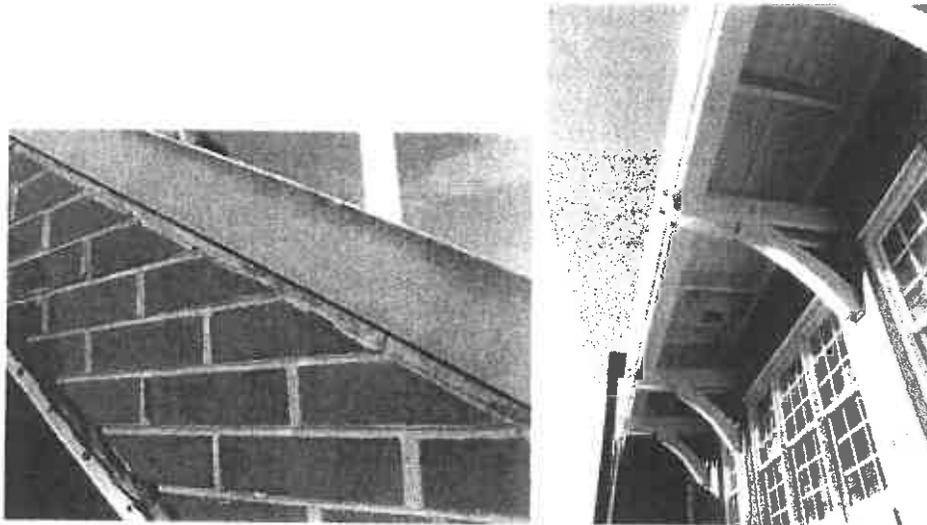
There are four roof drains set in sumps but the clamping ring is set too high and limited water ponds at these areas. There are no crickets around the four large mechanical units creating potential for areas of ponding water.

The roof top mechanical equipment is set on continuous curbs and according to the construction documents, these curbs are vibration isolators, no complaints were reported related to mechanical unit noise beyond air flow. The flashing terminations at the curbs range from 7" to 10" with only 2" clear between the roof membrane and the bottom of the counterflashing. Industry standard recommended a minimum of 8" clear between the bottom of counterflashing and the roof membrane which requires a minimum 12" curb height.



The skylight is identified on the construction documents as a Kalwall system. The system appears in good condition however the aluminum trim is mounted with surface fasteners which are rusting. The fasteners appear to be galvanized steel and were originally separated from the aluminum trim to prevent a galvanic reaction but those washers have deteriorated.

Stone coping up-facing joints at the gable end are reportedly sealed and in good condition as they were not visible due to snow coverage. However, the bed joint below the coping stone is cracked and falling.



The gutters and downspouts are generally functioning but appear to be undersized for the roof area. Reportedly there is a heat tape system to address ice damming and the generation of icicles. However, we noted at the western gutter run that seams were open and an icicle was forming in the joint. The gutters do not appear to slope to drain. There are two interior areas of water damage at the east elevation which correspond with ice damming. Two gutters discharge into the north area well but no related leaks are reported. All but one of the remaining downspouts discharge onto grade. One turns into the building and may connect to an internal downspout. Others may have been added over time.

The overhanging eaves at the east and west with their wood detailing are in good condition.

The two decorative cupolas appear in good condition except for some minor discoloration at the corners.

**Conclusions and Recommendations:**

The roof systems are generally in good condition but the shingle roof is aging due to heat build up. Therefore we recommend some immediate repairs to extend the life span and address some detailing and integration issues. We also recommend that the rubber roof be coated white to conform to energy code and extend the life of the system.

Long term recommendations include replacement of the shingled roof system with a metal roof and provide a proper tie in to the rubber roof system. The rubber roof system will last from 8-15 years so considering its current age, replacement should be anticipated as early as 2017.

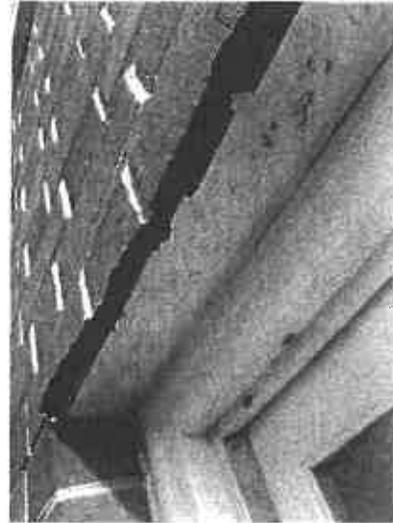
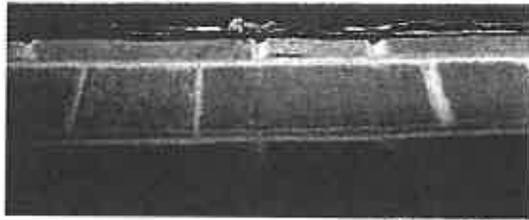
**MASONRY WALLS:**

Approximately half of the original 1940's Library Building exterior brick walls remain visible. The brick appears in sound condition with minor edge spalls, no noticeable displacement, and primarily sound joints. The wall below the original entry where

the stairs were removed has been infilled with matching brick. The limestone surround has open and failed joints. The arched window heads are in good condition. The basement window steel lintels are rusting and creating limited vertical cracking in the brick above. Area adjacent to the chimney on the east elevation has open and failed joints where the flush pointing has eroded. It is difficult to determine if all the walls were flush pointed or only areas as the joints are deeply struck. The gable ends show excessive water run off from the change in the coping slope resulting in biological growth (discoloration) on the face of the masonry and joint erosion. Regardless, the pointing craftsmanship is poor in areas as mortar is smeared onto the face of the brick.



The brick and concrete masonry unit cavity walls are in good condition. No masonry deterioration, displacement or cracking was noted. The window openings are created by a steel lintel and in accordance with the construction drawings flashing and weeps are installed at the head and sill. However, the fabric flashing is exposed to beyond the face of the brick and has become brittle and delaminated. The flashing no longer expels water from the wall. As such the steel lintels are receiving more exposure to water than they should and are developing surface rust. At this point, the rusting is only causing failure to the paint system however, continued exposed will result in rust-jacking, cracking of the brick and water infiltration.



Expansion Joints occur between the original building and the addition as well as along the length of the cavity wall. The sealant is old and cracking and should be replaced.

**Conclusions and Recommendations:**

The masonry is in good condition however there are some construction details related to the window and door lintels that should be corrected, along with restoring the original masonry, and replacing all expansion joints.

**OPENINGS:**

**Windows:**

The windows at the 1940's building were replaced at the same time as the roof system with fixed insulated units. The windows at the addition are original from 1990 and are a combination of fixed and operable units with varying insulated glass thickness. The windows are wood with a wood resin manufactured exterior coating which does not require painting or other maintenance. Several window sills and the lower sections of the jamb and brick mold are showing discoloration due to wood rot behind this exterior coating. The perimeter sealant is in good condition. Reportedly sections of the large fixed windows at the lower level, north elevation have been repaired with Bondo. Windows of this type have an expected life of 20-25 years. The insulated glazing units, although varying from 3/8" to 3/4" have not failed. No signs of fogging or condensation were noted. Many of the operable units have been fixed closed, the few operable units found operated with ease.

The faceted reading room at the north elevation shows the greatest level of window deterioration and where previous repairs were executed. Window sills are not continuous and provide avenues for water into the wall system.

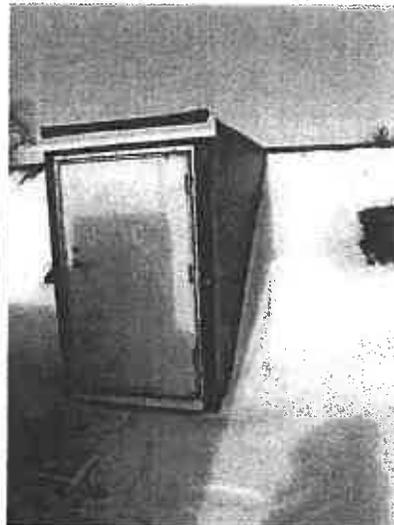
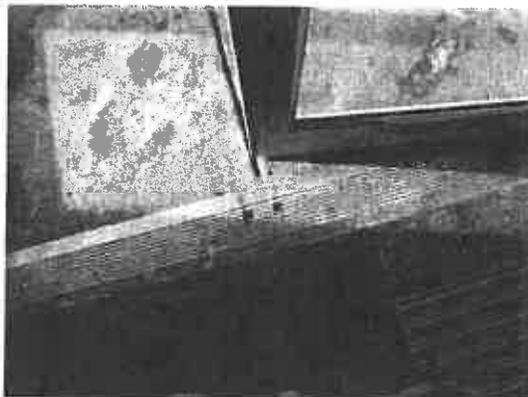
Several of the windows sills at the northeast section of the building are very close to grade but do not appear to be exhibiting deterioration due to excess water contact.



No interior finish damage was noted at window conditions.

Doors:

The paired main entrance doors are aluminum and glass and reportedly have locking hardware issues. This could be due to the floor strikes being open and unprotected by a cover thus gathering debris and preventing the vertical rod from engaging. The doors are equipped with a commercial grade Stanley power door operated to meet ADA. These units will burnout over time depending on the frequency of use and the wind pressure they must overcome.



The secondary doors are hollow metal. The staff entrance and basement access at the west is in good condition whereas the roof access door is rusting and requires scraping and painting.

Conclusions and Recommendations:

The window system is approaching its life expectancy. Wood components are beginning to fail which is symptomatic of these newer windows. The glazing thickness is not consistent and is not sufficient to meet energy code. Replacement of the units will be needed in the next 5 years and should be coordinated with any major mechanical upgrade as new windows will impact the sizing of equipment.

Exterior Stairs:

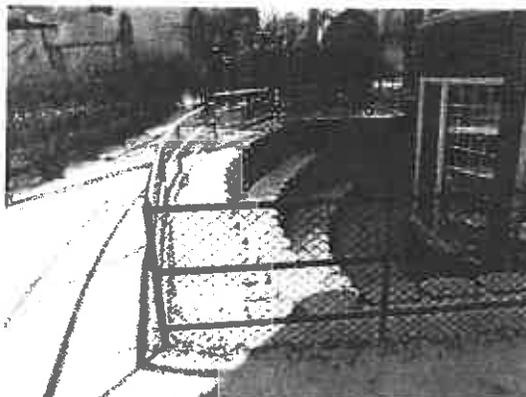
The staff entrance is accessed by a steel pan stair with pipe rails with 9 risers. The basement is accessed by concrete stairs with a pipe rail. The paint system on all metal components has failed.



Site:

Although not included in our contract, there were a couple site elements that require review:

1. Settlement at the main entrance creating cracking in the pavement.
2. Grade appears to slope toward the north area well directly some surface water toward the building.
3. Reportedly there are deficiencies' in the parking lot where utilities were previously replaced, the area repaved is failing.

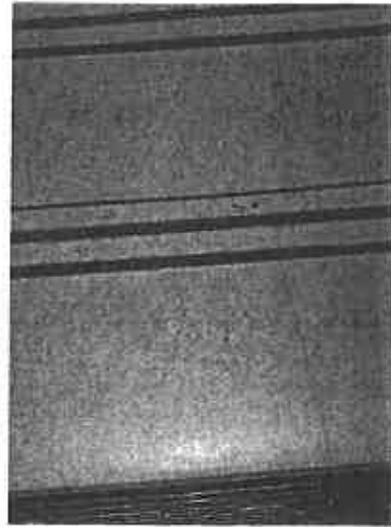


Interior Finishes:

1. Terrazzo cracking at the main entrance. Some cracking at the threshold is related to the site settlement issue discussed above, the other is due to

flexural movement of the stair. Please contact Michael Brawley at Terrazzo  
Marble & Supply (847) 353-8000 x362 for patching options and color  
matching.

2. Carpeting is old and stained.





ALTUSWORKS INC.

10000 Old Orchard Road  
 Suite 100  
 Dallas, TX 75243

Phone: 972.242.1100

Plainfield Public Library  
 Envelope Assessment Report

9-Feb-12

ROOF SYSTEMS	Work description	Units	Cost/unit	TIMEFRAME					
				<2 YEARS		2-5 YEARS		5-10 YEARS	
				ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)
	Remove and replace localized area of shingles, provide felt underlayment, move and replace corresponding attic insulation	SF	\$10	80	\$800				
	Remove vents from rubber roof, patch roof	EA	\$450	14	\$7,200				
	Remove and reslope gutters, reset heat tape	LF	\$7	330	\$2,310				
	Remove and replace shingles and ice and water shield, remove and replace insulation above cathedral ceiling - 20 SF each	EA	\$500	2	\$1,000				
	Coat rubber membrane white	SF	\$3	10000	\$30,000				
	Repair rubber membrane where wrinkled or otherwise distressed	SF	\$15	500	\$7,500				
	Reactivate ridge vent by installing shingles on the inside face of the gabled roofs and terminating the rubber roof 2 feet below the ridge.	LF	\$85	310	\$26,350				
	Grind and point bed joint of stone copings	LF	\$15	300	\$4,500				
	Skylight - remove and place fasteners, scrape and paint trim	LS	\$3,600	1	\$3,600				
	scrape and paint decorative cupolas	EA	\$1,500	2	\$3,000				
	Remove and extend vibration isolation roof curbs in coordination with roof top unit replacement, reflash	EA	\$2,700	5	\$13,500				
	Remove and reset roof drain to lower elevation, reflash full sump area	EA	\$1,950			4	\$7,800		
	install crickets at roof top equipment to increase positive drainage of the roof system	EA	\$540	4	\$2,160				
	Additional roof repairs	LS	\$5,000			1	\$5,000		
	Remove and replace shingled roof system with metal roof include gutters and downspouts, resize for roof area.	SF	\$15					12700	\$190,500
	Remove and replace single-ply roof system	SF	\$12					10000	\$120,000



MASONRY WALLS			TIMEFRAME					
			<2 YEARS		2-5 YEARS		5-10 YEARS	
Work description	Units	Cost/unit	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)
<b>1940's structure</b>								
Grind and point 100% of exposed masonry walls	SF	\$15			2000	\$30,000		
Grind and point limestone surround at original entry	SF	\$12	45	\$540				
Remove and replace damaged face brick, multiple small locations	SF	\$65			20	\$1,300		
Remove and rebuild brick over window lintels, scrape and paint steel, flash with membrane/ss drip assembly with end dams and install weeps. Scrape and paint exposed surface of underside of lintel	LF	\$175			20	\$3,500		
Chemical clean biological growth from masonry	SF	\$3			2000	\$6,000		
<b>1990's Cavity wall</b>								
Remove and replace backerrod and sealant at all expansion joints	LF	\$8	210	\$1,680				
Remove and rebuild brick over window lintels, scrape and paint steel, flash with membrane/ss drip assembly with end dams and install weeps. Scrape and paint exposed surface of underside of lintel	LF	\$175			400	\$70,000		
Remove and reset window sills over thru wall flashing with enddams, weeps and drip edge	LF	\$75			400	\$30,000		

WINDOWS/DOORS OPENINGS			TIMEFRAME					
			<2 YEARS		2-5 YEARS		5-10 YEARS	
Work description	Units	Cost/unit	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)
Repair window sills and end of brick mold with wood epoxy	EA	\$250	46	\$11,500				
Scrape and Paint HM doors	EA	\$350	1	\$350				
Remove and reset entrance threshold, provide dustproof strike at each vertical locking rod	EA	\$750	1	\$750				
Remove and replace power door operator	EA	\$3,200			2	\$6,400		
Remove and replace windows with aluminum clad wood windows. Anticipate another 20-25 year life	EA	\$1,750			72	\$126,000		



ALTUSWORKS

Plainfield Public Library  
Envelope Assessment Report

9-Feb-12

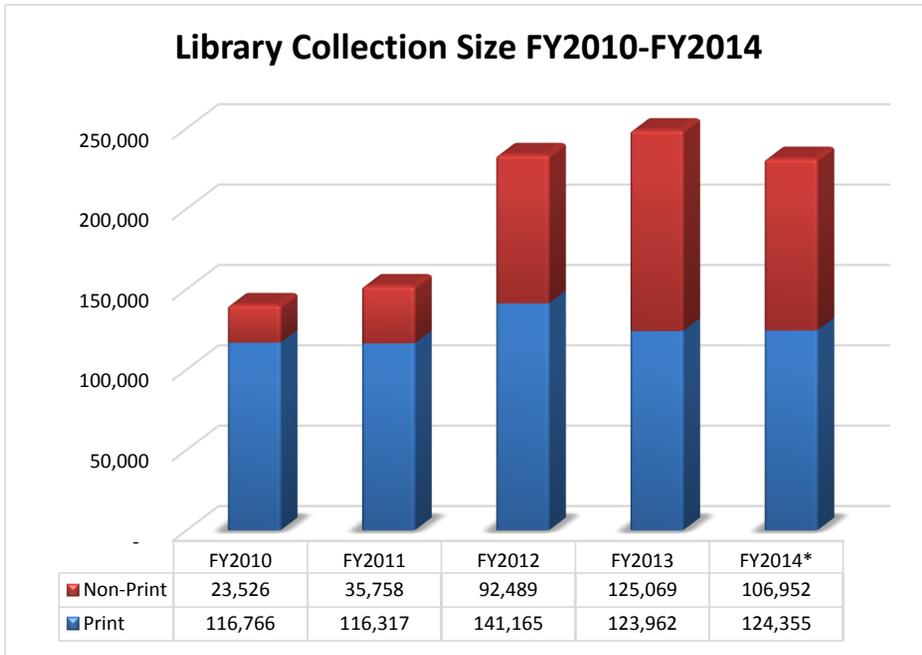
SITE	Work description	Units	Cost/unit	TIMEFRAME					
				<2 YEARS		2-5 YEARS		5-10 YEARS	
				ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)	ESTIMATED REPAIR QUANTITY	ESTIMATED REPAIR COST (\$)
	Remove and replace cracked concrete walks at entry, provide expansion joint	LS	\$3,500			1	\$3,500		
	Scrape and paint exterior steel stair and railings	LS	\$2,500	2	\$5,000				
	Regrade around north and east elevations, redirect surface water away from the building	SF	\$7,500	1	\$7,500				
	Repair parking lot paving	SF	\$4	3500	\$12,250				

<b>Subtotal</b>					<b>\$141,490</b>		<b>\$289,500</b>		<b>\$310,500</b>
<b>Escalation</b>				<b>0.00%</b>			<b>7.50%</b>		<b>15.00%</b>
General conditions bond (11%)					\$15,564		\$21,713		\$46,575
Insurance (1.8%)					\$2,827		\$6,218		\$7,134
Contractor's Fee (5%)					\$7,994		\$17,583		\$20,174
Design contingency (20%)					\$33,575		\$73,849		\$84,732
Construction Contingency (15%)					\$30,217		\$66,465		\$76,259
<b>TOTAL ESTIMATED CONSTRUCTION COSTS</b>					<b>\$231,667</b>		<b>\$509,561</b>		<b>\$584,654</b>

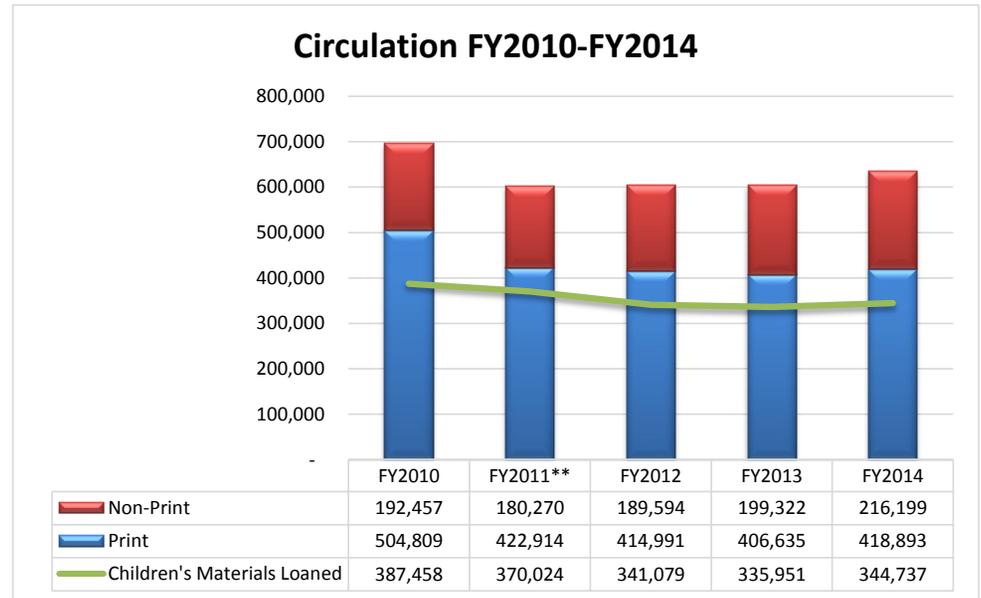
\*\*ALL COSTS EXCLUDE ENVIRONMENTAL WORK\*\*

# Appendix C

## PLAINFIELD PUBLIC LIBRARY DISTRICT



\*Non-Print collection size varies due to changes in the Library's participation in shared collections.

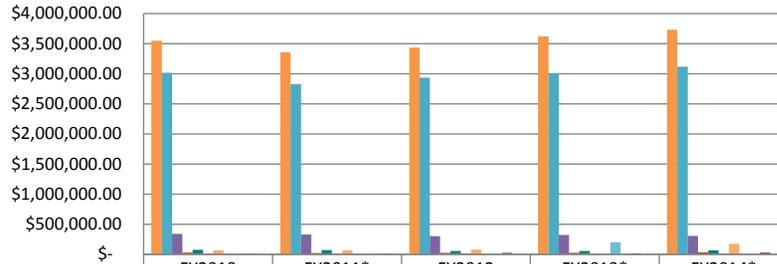


\*\*Check out period increased from 2 weeks to 3 weeks on 1/1/2011.

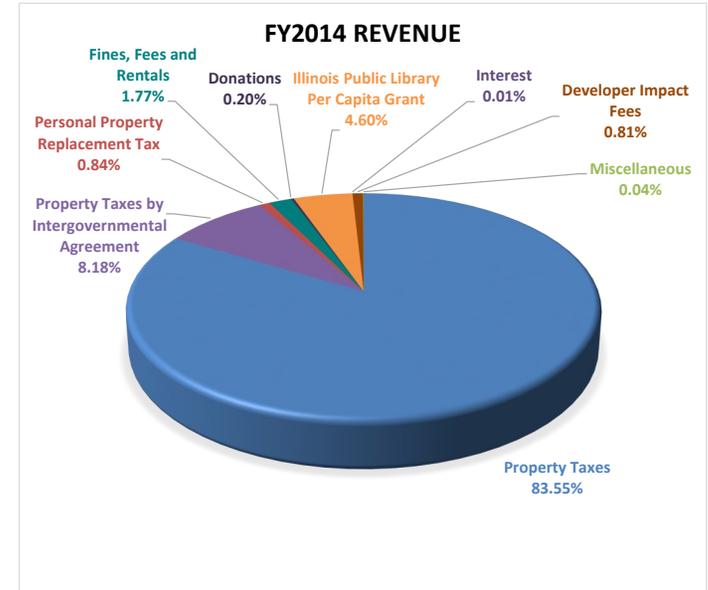
# Appendix D

## PLAINFIELD PUBLIC LIBRARY DISTRICT

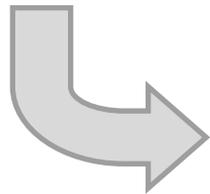
**Revenue FY2010 - FY2014**



	FY2010	FY2011*	FY2012	FY2013*	FY2014*
■ TOTAL REVENUE	\$3,547,574.00	\$3,354,527.00	\$3,434,358.00	\$3,621,708.00	\$3,729,777.00
■ Property Taxes	\$3,012,998.00	\$2,829,881.00	\$2,935,491.00	\$3,004,292.00	\$3,116,198.00
■ Property Taxes by Intergovernmental Agreement	\$337,399.00	\$326,267.00	\$300,594.00	\$318,471.00	\$304,932.00
■ Personal Property Replacement Tax	\$27,245.00	\$22,399.00	\$25,539.00	\$24,700.00	\$31,146.00
■ Fines, Fees and Rentals	\$75,258.00	\$68,859.00	\$56,239.00	\$53,407.00	\$66,122.00
■ Donations	\$3,154.00	\$3,862.00	\$9,011.00	\$1,075.00	\$7,628.00
■ Illinois Public Library Per Capita Grant	\$67,535.00	\$67,682.00	\$77,258.00	\$-	\$171,591.00
■ Other Grants	\$5,000.00	\$6,160.00	\$2,000.00	\$200,000.00	\$-
■ Interest	\$3,193.00	\$2,850.00	\$1,738.00	\$2,035.00	\$478.00
■ Developer Impact Fees	\$13,973.00	\$9,793.00	\$23,553.00	\$15,868.00	\$30,266.00
■ Miscellaneous	\$1,819.00	\$16,774.00	\$2,935.00	\$1,860.00	\$1,416.00

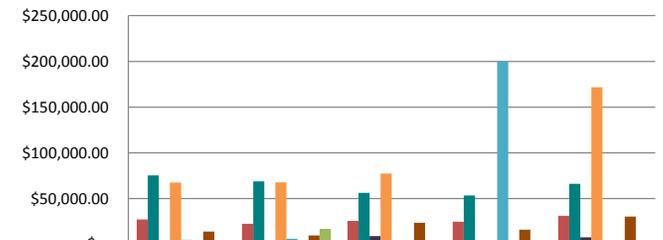


Revenues graphed are from the annual financial reports as audited by Weber & Associates.



- FY2011 Miscellaneous income includes \$16,000 from the Illinois Department of Transportation for a temporary construction easement on the Library's Route 59 property.
- FY2013 Other Grants includes \$200,000 Illinois Department of Commerce and Economic Opportunity grant, reimbursing the Library for the purchase of Route 59 parking lot.
- FY2014 Illinois Public Library Per Capita grant income reflects payment of both FY2013 and FY2014 grants in same fiscal year due to delay of state funding.

**Revenue 5% or Less by Category**

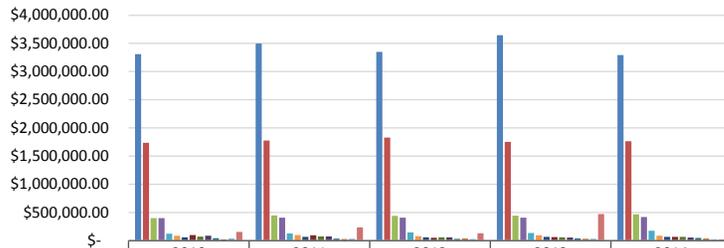


	FY2010	FY2011*	FY2012	FY2013*	FY2014*
■ Personal Property Replacement Tax	\$27,245.00	\$22,399.00	\$25,539.00	\$24,700.00	\$31,146.00
■ Fines, Fees and Rentals	\$75,258.00	\$68,859.00	\$56,239.00	\$53,407.00	\$66,122.00
■ Donations	\$3,154.00	\$3,862.00	\$9,011.00	\$1,075.00	\$7,628.00
■ Illinois Public Library Per Capita Grant	\$67,535.00	\$67,682.00	\$77,258.00	\$-	\$171,591.00
■ Other Grants	\$5,000.00	\$6,160.00	\$2,000.00	\$200,000.00	\$-
■ Interest	\$3,193.00	\$2,850.00	\$1,738.00	\$2,035.00	\$478.00
■ Developer Impact Fees	\$13,973.00	\$9,793.00	\$23,553.00	\$15,868.00	\$30,266.00
■ Miscellaneous	\$1,819.00	\$16,774.00	\$2,935.00	\$1,860.00	\$1,416.00

# Appendix E

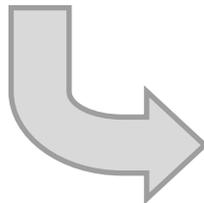
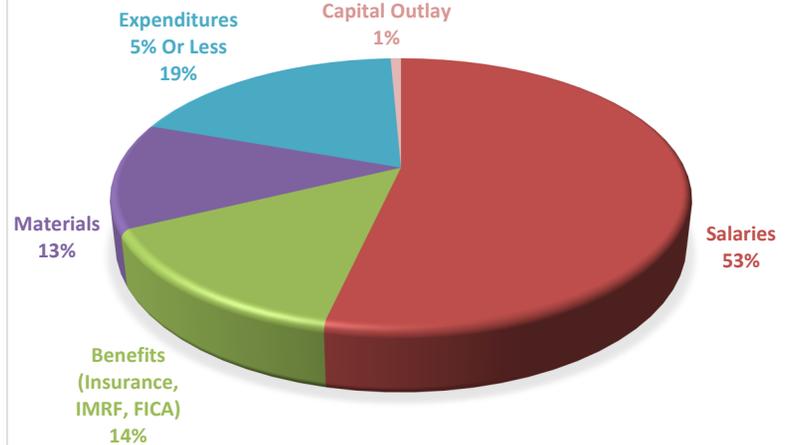
## PLAINFIELD PUBLIC LIBRARY DISTRICT

### Expenditures FY2010 - FY2014



	2010	2011	2012	2013	2014
TOTAL EXPENDITURES	\$3,308,641.00	\$3,496,948.00	\$3,349,909.00	\$3,645,843.00	\$3,294,840.00
Salaries	\$1,734,643.00	\$1,777,733.00	\$1,827,462.00	\$1,751,530.00	\$1,764,646.00
Benefits (Insurance, IMRF, FICA)	\$397,624.00	\$445,794.00	\$439,845.00	\$442,543.00	\$468,190.00
Materials	\$399,970.00	\$407,000.00	\$406,586.00	\$407,511.00	\$418,937.00
Technology	\$122,556.00	\$124,820.00	\$144,979.00	\$134,075.00	\$173,497.00
Repairs and Maintenance	\$86,138.00	\$100,654.00	\$80,658.00	\$94,722.00	\$88,110.00
Programming	\$60,621.00	\$67,196.00	\$59,217.00	\$66,275.00	\$65,659.00
Public Relations & Marketing	\$97,167.00	\$95,378.00	\$49,654.00	\$62,022.00	\$68,380.00
Office Supplies, General Operations	\$70,212.00	\$75,907.00	\$59,795.00	\$58,785.00	\$66,133.00
Utilities	\$84,727.00	\$73,241.00	\$59,162.00	\$55,022.00	\$54,578.00
Training & Development (Staff & Board)	\$44,150.00	\$36,671.00	\$29,832.00	\$39,685.00	\$44,732.00
Insurance (Liability, Property, etc.)	\$23,389.00	\$25,950.00	\$36,680.00	\$32,175.00	\$36,237.00
Professional Services (Payroll, Legal & Audit)	\$34,563.00	\$29,843.00	\$25,826.00	\$29,450.00	\$22,655.00
Capital Outlay	\$152,881.00	\$236,761.00	\$130,213.00	\$472,048.00	\$23,086.00

### FY2014 EXPENDITURES

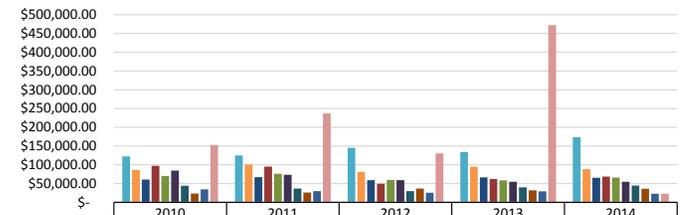


Expenditures graphed are from the annual financial reports as audited by Weber & Associates.

#### Capital Outlay Projects

FY2010: Flat roof replacement, Original Library Room window replacement  
 FY2011: Route 59 parking lot purchase, sidewalk extension and ramp installation  
 FY2012: Interior project—two walls to create Small Meeting Room and office, five offices relocated, 90” shelving added, Building Evaluation by engineering firm  
 FY2013: HVAC system replacement, shingle roof replacement  
 FY2014: Bay Window Area window replacement, parking lot expansion (funded by Village TIF district)

### Expenditures 5% or Less By Category



	2010	2011	2012	2013	2014
Technology	\$122,556.00	\$124,820.00	\$144,979.00	\$134,075.00	\$173,497.00
Repairs and Maintenance	\$86,138.00	\$100,654.00	\$80,658.00	\$94,722.00	\$88,110.00
Programming	\$60,621.00	\$67,196.00	\$59,217.00	\$66,275.00	\$65,659.00
Public Relations & Marketing	\$97,167.00	\$95,378.00	\$49,654.00	\$62,022.00	\$68,380.00
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Utilities	\$84,727.00	\$73,241.00	\$59,162.00	\$55,022.00	\$54,578.00
Training & Development (Staff & Board)	\$44,150.00	\$36,671.00	\$29,832.00	\$39,685.00	\$44,732.00
Insurance (Liability etc.)	\$23,389.00	\$25,950.00	\$36,680.00	\$32,175.00	\$36,237.00
Professional Services (Payroll, Legal & Audit)	\$34,563.00	\$29,843.00	\$25,826.00	\$29,450.00	\$22,655.00
Capital Outlay	\$152,881.00	\$236,761.00	\$130,213.00	\$472,048.00	\$23,086.00

Appendix F  
**Plainfield Public Library District**  
**FY14-FY17**  
**Long Range Budget Plan**

The long range budget plan is based on conservative projections of revenue for FY14-FY17. For the tax year that will fund FY14, the Consumer Price Index (CPI), which sets the maximum tax increase under the tax cap, is 3.0%. The average CPI increase is just over 1.7%. The revenue projected here uses those increases for tax revenue and flat revenue for all other sources. Tax revenue projections were simplified by using a base of FY13 tax rates for each fund. No new property coming onto the tax rolls was included. Fund balances are viewed as an aggregate for the purposes of this long range planning, due to the tax rate adjustments that may be made among funds.

Budget Notes

- Addresses all identified staffing needs
- Outreach Services Department Head pay included through first half of FY14
- 1% for merit increases in FY14, 0.7% for benchmark increases FY15, 1% for merit and benchmark increases in FY16 & FY17,
- Increase staff health premium co-pay to 10%
- 5% increase to Staff Insurance line FY15-FY17
- Materials and Program budgets increase 1% in FY14, all other lines flat except:
  - Increase for Pinnacle Library Cooperative due to staffing need in FY14 and rising use statistics
  - Reduced Newsletter cost by contracting with Strathmore for selling advertising in library newsletters
  - Contingencies line for community survey in FY14 (Per Capita grant environmental scan requirement), referendum informational campaign in FY17
- 1% annual increase in all non-staff budget lines FY15-FY17
- Balanced budget across all funds through FY17

FY14 Staffing Notes

Marketing duties incorporated into Community Relations Coordinator position, new Community Liaison to support marketing and events, new Maintenance Assistants during open hours (one Custodian moves to a Maintenance Assistant position), additional part time positions or increased hours for existing positions to maintain staffing levels in each department.

- Eliminate:

- Outreach Services Department Head, 40 hours per week, retiring in FY14
- Two Reference Assistant part time positions, 32 hours per week total, left unfilled in FY13
- One Custodian position, 23 hours per week, night shift cleaning
- One Custodian position, 25 hours per week, morning shift cleaning
- Reduce to 28 hours per week, per position:
  - Human Resources Coordinator, 30 hours per week
  - Technical Services Assistant, 32 hours per week
  - Technical Services Assistant, 30 hours per week
  - Lead Circulation Clerk, 32 hours per week
  - Circulation Clerk, 30 hours per week (4 positions\*)
  - Lead Page, 32 hours per week
  - Reference and Readers Services Librarian, 32 hours per week
  - Outreach Assistant, 36 hours per week
  - Events Coordinator, 32 hours per week
- Reduce to 15 hours per week:
  - Youth Services Assistant, 34 hours per week
  - Youth Services Assistant, 30 hours per week
- Increase to 40 hours per week:
  - Youth Services Assistant, 28 hours per week
- Increase to 19 hours per week:
  - School Liaison, 12 hours per week (replaces hours lost by reductions)
  - Circulation Clerk position, 15 hours per week, left unfilled in FY13
- Increase to 16 hours per week:
  - Reference and Readers Services Librarian, 12 hours per week (replaces hours lost by reductions)
  - Page, 15 hours per week (4 positions, replaces hours lost by reductions)
- Add new positions:
  - Reference and Readers Services Librarian, 40 hours per week
  - Youth Services Librarian, 24 hours per week
  - Community Liaison, 19 hours per week (events and marketing support)
  - Maintenance Assistant, 25 hours per week (afternoon/evening/weekend hours, room set ups and light maintenance)
  - Technical Services Assistant, 15 hours per week (replaces hours lost by reductions)
- Changing supervision of Outreach staff, Outreach Assistants become:
  - School Liaisons in Youth Services

- o Community Liaisons supervised by Community Relations & Marketing Coordinator
- o Senior Services Liaison in Circulation
- o Community Relations & Marketing Coordinator, Event Coordinator and English Language Learning Specialist supervised by Assistant Director
- o Afterhours cleaning outsourced

\*One additional Circulation Clerk position would technically fall into this category, but that person averaged approximately 28 hours per week in FY13, budgeted at 30 hours.

**FY14-FY17  
Long Range Budget Plan**

<b>Working Budget</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Notes</b>
<b>General Fund Revenue</b>						
REAL ESTATE TAXES - TY11	\$2,386,921.56	\$2,480,958.22	\$2,523,134.51	\$2,568,550.93	\$2,614,784.85	
PERSONAL PROPERTY TAXES	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	
OVERLAPPING DISTRICTS AGREEMENT	\$ 304,000.00	\$ 304,000.00	\$ 304,000.00	\$ 304,000.00	\$ 304,000.00	
FINES	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	
BOOK BAG SALES	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	
COPIER FEES	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	
FAX FEES	\$ 150.00	\$ 100.00	\$ 75.00	\$ 50.00	\$ 25.00	
NON RESIDENT FEES	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	
BOOK SALES	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
MEETING ROOM DEPOSITS	\$ 700.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
TAX ESCROW INTEREST	\$ 900.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	
CHECKING INTEREST	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	
DONATIONS - MEMORIALS	\$ -	\$ -	\$ -	\$ -	\$ -	
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	
DONATIONS - FRIENDS	\$ -	\$ -	\$ -	\$ -	\$ -	
DONATIONS - FOUNDATION	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PERCAPITA</b>	\$ 77,000.00	\$ 77,000.00	\$ 77,000.00	\$ 77,000.00	\$ 77,000.00	
<b>General Fund Revenues</b>	\$2,844,971.56	\$2,938,608.22	\$2,980,759.51	\$3,026,150.93	\$3,072,359.85	
Transfer to Special Reserve	\$ -	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
<b>TOTAL General Fund Revenues</b>	\$2,844,971.56	\$2,878,608.22	\$2,920,759.51	\$2,966,150.93	\$3,012,359.85	
<b>General Fund Expenses</b>						
SALARIES	\$1,831,500.00	\$1,863,237.00	\$1,845,062.66	\$1,863,513.29	\$1,882,148.42	
INSURANCE	\$ 132,870.00	\$ 151,620.00	\$ 155,526.00	\$ 163,302.30	\$ 171,467.42	
STAFF DEVELOPMENT	\$ 17,300.00	\$ 17,300.00	\$ 17,473.00	\$ 17,647.73	\$ 17,824.21	
TRAVEL EXPENSES	\$ 14,500.00	\$ 14,500.00	\$ 14,645.00	\$ 14,791.45	\$ 14,939.36	
MEMBERSHIP DUES	\$ 5,000.00	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	
PAYROLL SERVICES	\$ 4,860.00	\$ 4,860.00	\$ 4,908.60	\$ 4,957.69	\$ 5,007.26	
LEGAL SERVICES	\$ 12,000.00	\$ 12,000.00	\$ 12,120.00	\$ 12,241.20	\$ 12,363.61	
BANK FEES	\$ 200.00	\$ 200.00	\$ 202.00	\$ 204.02	\$ 206.06	
TRUSTEE DEVELOPMENT	\$ 2,000.00	\$ 2,000.00	\$ 2,020.00	\$ 2,040.20	\$ 2,060.60	
SOFTWARE	\$ 5,000.00	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	
COMPUTER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	

**FY14-FY17  
Long Range Budget Plan**

<b>Working Budget</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Notes</b>
PLC	\$ 46,800.00	\$ 50,953.00	\$ 53,500.65	\$ 56,175.68	\$ 58,984.47	
DATA LINES - ICN	\$ 9,900.00	\$ 9,900.00	\$ 9,999.00	\$ 10,098.99	\$ 10,199.98	
COMPUTER MAINTENANCE AGRMNT	\$ 52,000.00	\$ 52,000.00	\$ 52,520.00	\$ 53,045.20	\$ 53,575.65	
WIRING & TECHNOLOGY INFRASTRUC	\$ -	\$ -	\$ -	\$ -	\$ -	
EMAIL & WEB HOSTING FEES	\$ 4,000.00	\$ 4,000.00	\$ 4,040.00	\$ 4,080.40	\$ 4,121.20	
LEASE AGREEMENTS	\$ 23,500.00	\$ 23,500.00	\$ 23,735.00	\$ 23,972.35	\$ 24,212.07	
SUBSCRIPTION SERVICES	\$ 29,275.00	\$ 29,275.00	\$ 29,567.75	\$ 29,863.43	\$ 30,162.06	
BOOK REPAIR SUPPLIES	\$ 500.00	\$ 500.00	\$ 505.00	\$ 510.05	\$ 515.15	
BINDERY	\$ 700.00	\$ 700.00	\$ 707.00	\$ 714.07	\$ 721.21	
MICROFILMING SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 2,020.00	\$ 2,040.20	\$ 2,060.60	
TECH SERVICES PROCESSING SUPPL	\$ 9,000.00	\$ 9,000.00	\$ 9,090.00	\$ 9,180.90	\$ 9,272.71	
OCLC	\$ 2,500.00	\$ 2,500.00	\$ 2,525.00	\$ 2,550.25	\$ 2,575.75	
CIRCULATION SUPPLIES	\$ 13,400.00	\$ 13,400.00	\$ 13,534.00	\$ 13,669.34	\$ 13,806.03	
ILL LOST ITEMS	\$ 1,500.00	\$ 1,500.00	\$ 1,515.00	\$ 1,530.15	\$ 1,545.45	
OFFICE SUPPLIES - ADMIN	\$ 5,000.00	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	
POSTAGE	\$ 3,000.00	\$ 3,000.00	\$ 3,030.00	\$ 3,060.30	\$ 3,090.90	
ILL POSTAGE	\$ 3,000.00	\$ 3,000.00	\$ 3,030.00	\$ 3,060.30	\$ 3,090.90	
NEWSLETTER	\$ 32,000.00	\$ 20,000.00	\$ 10,000.00	\$ 5,000.00	\$ 2,500.00	
WEB PAGE DEVELOPMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,100.00	\$ 10,201.00	\$ 10,303.01	
PRINTING - GENERAL	\$ 1,800.00	\$ 1,800.00	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54	
PRINTING - LEGAL	\$ 2,500.00	\$ 2,500.00	\$ 2,525.00	\$ 2,550.25	\$ 2,575.75	
TELEPHONE	\$ 12,960.00	\$ 12,960.00	\$ 13,089.60	\$ 13,220.50	\$ 13,352.70	
PUBLIC RELATIONS	\$ 15,000.00	\$ 15,000.00	\$ 15,150.00	\$ 15,301.50	\$ 15,454.52	
CUSTOMER SERVICE EXCELLENCE	\$ -	\$ -	\$ -	\$ -	\$ -	
DECORATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTINGENCIES	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 20,000.00	
ADMINISTRATIVE - MISC	\$ -	\$ -	\$ -	\$ -	\$ -	
OFFICE SUPPLIES - REF	\$ 3,300.00	\$ 3,300.00	\$ 3,333.00	\$ 3,366.33	\$ 3,399.99	
LOCAL HISTORY SUPPLIES	\$ 2,500.00	\$ 2,500.00	\$ 2,525.00	\$ 2,550.25	\$ 2,575.75	
OFFICE SUPPLIES - YS/YA	\$ 5,200.00	\$ 5,200.00	\$ 5,252.00	\$ 5,304.52	\$ 5,357.57	
OFFICE SUPPLIES - OUTREACH	\$ 8,000.00	\$ 8,000.00	\$ 8,080.00	\$ 8,160.80	\$ 8,242.41	

**FY14-FY17  
Long Range Budget Plan**

<b>Working Budget</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Notes</b>
LIBRARYWIDE EVENTS	\$ 13,650.00	\$ 13,786.50	\$ 13,924.37	\$ 14,063.61	\$ 14,204.24	
SUMMER READING - ADULTS	\$ 10,000.00	\$ 10,100.00	\$ 10,201.00	\$ 10,303.01	\$ 10,406.04	
ADULT PROGRAMS	\$ 19,000.00	\$ 19,190.00	\$ 19,381.90	\$ 19,575.72	\$ 19,771.48	
SUMMER READING - YS	\$ 15,000.00	\$ 15,150.00	\$ 15,301.50	\$ 15,454.52	\$ 15,609.06	
JUV PROGRAMS	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	\$ 5,203.02	
SUMMER READING - YA	\$ 5,800.00	\$ 5,858.00	\$ 5,916.58	\$ 5,975.75	\$ 6,035.50	
YA PROGRAMS	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	\$ 5,203.02	
DATABASES - ADULTS	\$ 120,000.00	\$ 121,200.00	\$ 122,412.00	\$ 123,636.12	\$ 124,872.48	
DOWNLOADABLE MATERIALS	\$ 20,000.00	\$ 30,100.00	\$ 30,401.00	\$ 30,705.01	\$ 31,012.06	
PORTABLE MEDIA DEVICES - ADULTS	\$ 2,000.00	\$ 2,020.00	\$ 2,040.20	\$ 2,060.60	\$ 2,081.21	
COMPACT DISKS	\$ 8,000.00	\$ 8,080.00	\$ 8,160.80	\$ 8,242.41	\$ 8,324.83	
VIDEOS & DVD'S	\$ 12,000.00	\$ 12,120.00	\$ 12,241.20	\$ 12,363.61	\$ 12,487.25	
BOOKS ON CD	\$ 22,000.00	\$ 22,220.00	\$ 22,442.20	\$ 22,666.62	\$ 22,893.29	
REPLACEMENT ITEMS	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	\$ 5,203.02	
DATABASES YS/YA	\$ 28,700.00	\$ 28,987.00	\$ 29,276.87	\$ 29,569.64	\$ 29,865.34	
PORTABLE MEDIA DEVICES - YS/YA/O	\$ 1,500.00	\$ 1,515.00	\$ 1,530.15	\$ 1,545.45	\$ 1,560.91	
SOFTWARE-Y5	\$ -	\$ -	\$ -	\$ -	\$ -	
COMPACT DISKS - YS	\$ 2,000.00	\$ 2,020.00	\$ 2,040.20	\$ 2,060.60	\$ 2,081.21	
BOOKS ON TAPE/CD	\$ 5,700.00	\$ 5,757.00	\$ 5,814.57	\$ 5,872.72	\$ 5,931.44	
VIDEOS & DVD'S	\$ 13,000.00	\$ 13,130.00	\$ 13,261.30	\$ 13,393.91	\$ 13,527.85	
KITS	\$ -	\$ -	\$ -	\$ -	\$ -	
SOFTWARE - YA	\$ 1,000.00	\$ 1,010.00	\$ 1,020.10	\$ 1,030.30	\$ 1,040.60	
COMPACT DISKS - YA	\$ 1,300.00	\$ 1,313.00	\$ 1,326.13	\$ 1,339.39	\$ 1,352.79	
BOOKS ON TAPE/CD	\$ 2,000.00	\$ 2,020.00	\$ 2,040.20	\$ 2,060.60	\$ 2,081.21	
VIDEOS & DVD'S VIDEO GAMES	\$ 3,500.00	\$ 3,535.00	\$ 3,570.35	\$ 3,606.05	\$ 3,642.11	
FICTION - ADULT	\$ 23,000.00	\$ 23,230.00	\$ 23,462.30	\$ 23,696.92	\$ 23,933.89	
LEASED MATERIAL	\$ 18,000.00	\$ 18,180.00	\$ 18,361.80	\$ 18,545.42	\$ 18,730.87	
LARGE PRINT	\$ 3,000.00	\$ 3,030.00	\$ 3,060.30	\$ 3,090.90	\$ 3,121.81	
GRAPHIC NOVELS	\$ 4,000.00	\$ 4,040.00	\$ 4,080.40	\$ 4,121.20	\$ 4,162.42	
NONFICTION	\$ 28,000.00	\$ 28,280.00	\$ 28,562.80	\$ 28,848.43	\$ 29,136.91	
FOREIGN LANGUAGE	\$ 9,500.00	\$ 9,595.00	\$ 9,690.95	\$ 9,787.86	\$ 9,885.74	
REFERENCE	\$ 4,000.00	\$ 4,040.00	\$ 4,080.40	\$ 4,121.20	\$ 4,162.42	

Long Range Budget Plan

	FY13	FY14	FY15	FY16	FY17	Notes
<b>Working Budget</b>						
STANDING ORDERS PERIODICALS	\$ 11,775.00	\$ 11,892.75	\$ 12,011.68	\$ 12,131.79	\$ 12,253.11	
	\$ 8,000.00	\$ 8,080.00	\$ 8,160.80	\$ 8,242.41	\$ 8,324.83	
FICTION - YS	\$ 11,000.00	\$ 11,110.00	\$ 11,221.10	\$ 11,333.31	\$ 11,446.64	
NONFICTION	\$ 25,000.00	\$ 25,250.00	\$ 25,502.50	\$ 25,757.53	\$ 26,015.10	
REFERENCE	\$ 1,300.00	\$ 1,313.00	\$ 1,326.13	\$ 1,339.39	\$ 1,352.79	
EASY FICTION	\$ 17,000.00	\$ 17,170.00	\$ 17,341.70	\$ 17,515.12	\$ 17,690.27	
EASY NONFICTION	\$ -	\$ -	\$ -	\$ -	\$ -	
STANDING ORDERS YS PERIODICALS	\$ 5,000.00	\$ 5,050.00	\$ 5,100.50	\$ 5,151.51	\$ 5,203.02	
OTHER MATERIALS YS	\$ 1,000.00	\$ 1,010.00	\$ 1,020.10	\$ 1,030.30	\$ 1,040.60	
	\$ -	\$ -	\$ -	\$ -	\$ -	
FICTION - YA	\$ 13,000.00	\$ 13,130.00	\$ 13,261.30	\$ 13,393.91	\$ 13,527.85	
NONFICTION	\$ 6,500.00	\$ 6,565.00	\$ 6,630.65	\$ 6,696.96	\$ 6,763.93	
STANDING ORDERS YA PERIODICALS	\$ 3,750.00	\$ 3,787.50	\$ 3,825.38	\$ 3,863.63	\$ 3,902.27	
OTHER MATERIALS	\$ 1,000.00	\$ 1,010.00	\$ 1,020.10	\$ 1,030.30	\$ 1,040.60	
OUTREACH MATERIALS	\$ 250.00	\$ 252.50	\$ 255.03	\$ 257.58	\$ 260.15	
	\$ 1,000.00	\$ 1,010.00	\$ 1,020.10	\$ 1,030.30	\$ 1,040.60	
<b>TOTAL General Fund Expenses</b>	\$2,840,790.00	\$2,903,492.25	\$2,884,898.38	\$2,917,008.43	\$2,972,407.63	
Difference	\$ 4,181.56	\$ (24,884.03)	\$ 35,861.13	\$ 49,142.50	\$ 39,952.21	
<b>F.I.C.A. Revenue</b>						
Fund Balance from Prior Year	\$ 12,189.00	\$ 11,995.13	\$ 6,368.01	\$ 4,457.44	\$ 3,640.30	
Real Estate Taxes - TY11	\$ 139,840.88	\$ 136,835.52	\$ 139,161.72	\$ 141,666.63	\$ 144,216.63	
Interest	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	
TOTAL FICA Revenue	\$ 152,104.88	\$ 148,905.64	\$ 145,604.73	\$ 146,199.07	\$ 147,931.93	
<b>FICA Expense - 7.65% of payroll</b>	\$ 140,109.75	\$ 142,537.63	\$ 141,147.29	\$ 142,558.77	\$ 143,984.35	
Difference	\$ 11,995.13	\$ 6,368.01	\$ 4,457.44	\$ 3,640.30	\$ 3,947.58	
Transfer from Operating Fund balance	\$ -	\$ -	\$ -	\$ -	\$ -	
End of FY Total	\$ 11,995.13	\$ 6,368.01	\$ 4,457.44	\$ 3,640.30	\$ 3,947.58	
<b>IMRF Revenue</b>						
Fund Balance from Prior Year	\$ 6,872.00	\$ 6,367.23	\$ 20,587.48	\$ 23,493.39	\$ 26,048.57	
Real Estate Taxes - TY11	\$ 205,445.23	\$ 213,398.24	\$ 217,026.02	\$ 232,738.04	\$ 236,927.32	
Interest	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
TOTAL IMRF Revenue	\$ 212,367.23	\$ 219,815.48	\$ 237,663.49	\$ 256,281.43	\$ 263,025.89	
<b>IMRF Expense - 12.31% IMRF eligibl</b>	\$ 206,000.00	\$ 199,228.00	\$ 214,170.10	\$ 230,232.86	\$ 247,500.32	
Difference	\$ 6,367.23	\$ 20,587.48	\$ 23,493.39	\$ 26,048.57	\$ 15,525.57	

FY14-FY17

Long Range Budget Plan

	FY13	FY14	FY15	FY16	FY17	Notes
<b>Working Budget</b>						
Transfer from Operating Fund balance	\$ -	\$ -	\$ -	\$ -	\$ -	
End of FY Total	\$ 6,367.23	\$ 20,587.48	\$ 23,493.39	\$ 26,048.57	\$ 15,525.57	
<b>Audit Revenue</b>						
Fund Balance from Prior Year	\$ 5,195.00	\$ 6,107.15	\$ 4,643.12	\$ 3,039.87	\$ 1,305.90	
Real Estate Taxes - TY11	\$ 8,632.15	\$ 6,515.98	\$ 6,626.75	\$ 6,746.03	\$ 6,867.46	
Interest	\$ 30.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	
TOTAL Audit Revenue	\$ 13,857.15	\$ 12,643.12	\$ 11,289.87	\$ 9,805.90	\$ 8,193.36	
<b>Audit Expense</b>	\$ 7,750.00	\$ 8,000.00	\$ 8,250.00	\$ 8,500.00	\$ 8,750.00	
Difference	\$ 6,107.15	\$ 4,643.12	\$ 3,039.87	\$ 1,305.90	\$ (556.64)	
<b>Liability Insurance Revenue</b>						
Fund Balance from Prior Year	\$ 23,930.00	\$ 20,464.89	\$ 9,843.70	\$ (2,904.31)	\$ (17,937.96)	
Real Estate Taxes - TY11	\$ 27,622.89	\$ 22,805.92	\$ 23,193.62	\$ 23,611.11	\$ 24,036.10	
Interest	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
TOTAL Liability Insurance Revenue	\$ 51,652.89	\$ 43,370.80	\$ 33,137.32	\$ 20,806.80	\$ 6,198.15	
<b>Liability Insurance Expense</b>						
Unemployment Ins	\$ 6,600.00	\$ 7,095.00	\$ 7,627.13	\$ 8,199.16	\$ 8,814.10	
Liability Ins - Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	
Liability Ins - Errors & Omissions	\$ 3,200.00	\$ 3,440.00	\$ 3,698.00	\$ 3,975.35	\$ 4,273.50	
Liability Ins - Property/Umbrella	\$ 13,621.00	\$ 14,642.58	\$ 15,740.77	\$ 16,921.33	\$ 18,190.43	
Liability Ins - Workers Comp	\$ 7,767.00	\$ 8,349.53	\$ 8,975.74	\$ 9,648.92	\$ 10,372.59	
TOTAL Liability Insurance Expense	\$ 31,188.00	\$ 33,527.10	\$ 36,041.63	\$ 38,744.75	\$ 41,650.61	
Difference	\$ 20,464.89	\$ 9,843.70	\$ (2,904.31)	\$ (17,937.96)	\$ (35,452.46)	
Transfer from Operating Fund balance	\$ -	\$ -	\$ -	\$ -	\$ -	
End of FY Total	\$ 20,464.89	\$ 9,843.70	\$ (2,904.31)	\$ (17,937.96)	\$ (35,452.46)	
<b>Sites, Building &amp; Equipment Revenue</b>						
Fund Balance from Prior Year	\$ 94,515.00	\$ 130,763.09	\$ 116,396.34	\$ 103,434.45	\$ 92,083.77	
Real Estate Taxes - TY11	\$ 208,898.09	\$ 213,398.24	\$ 217,026.02	\$ 220,932.48	\$ 224,909.27	
Interest	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
TOTAL Building Sites & Maintenance Rev.	\$ 303,513.09	\$ 344,261.34	\$ 333,522.35	\$ 324,466.94	\$ 317,093.04	
<b>Sites, Building &amp; Equipment Expense</b>						
Custodial Services	\$ -	\$ 30,000.00	\$ 30,600.00	\$ 31,212.00	\$ 31,836.24	
Disposal	\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42	\$ 2,164.86	
Building Maintenance Agreements	\$ 5,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04	
Equipment Maintenance Agreements	\$ 18,000.00	\$ 18,000.00	\$ 18,360.00	\$ 18,727.20	\$ 19,101.74	
Building Repair	\$ 15,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	TIER 2 PROJECTS
Equipment Repair	\$ 26,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	

**FY14-FY17  
Long Range Budget Plan**

<b>Working Budget</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Notes</b>
Contingencies	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Utilities - Electric	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
Utilities - Natural Gas	\$ 12,000.00	\$ 12,360.00	\$ 12,730.80	\$ 13,112.72	\$ 13,506.11	
Utilities - Water	\$ 2,750.00	\$ 3,025.00	\$ 3,327.50	\$ 3,660.25	\$ 4,026.28	
Building Supplies	\$ 22,000.00	\$ 22,440.00	\$ 22,888.80	\$ 23,346.58	\$ 23,813.51	
Contingencies	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Equipment & Tools	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
TOTAL Sites, Building & Equipment Exper	\$ 172,750.00	\$ 227,865.00	\$ 230,087.90	\$ 232,383.17	\$ 234,754.78	
Difference	\$ 130,763.09	\$ 116,396.34	\$ 103,434.45	\$ 92,083.77	\$ 82,338.26	
<b>Special Reserve Fund Revenue</b>						
Fund Balance from Prior Year	\$ 290,365.00	\$ 151,565.00	\$ 201,765.00	\$ 251,965.00	\$ 277,165.00	
Annexation Impact Fees	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Interest	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	
Grants - Capital Bill & Public Library Cons	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	
Transfers from other funds	\$ 66,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
TOTAL SRF Revenue	\$ 576,565.00	\$ 221,765.00	\$ 271,965.00	\$ 322,165.00	\$ 347,365.00	
<b>Special Reserve Fund Expenditures</b>						
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	
Architectural	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	
Furniture & Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Computers	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Real Estate Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	
Building Development	\$ 380,000.00	\$ -	\$ -	\$ -	\$ -	
TOTAL Special Reserve Fund Expenditure	\$ 425,000.00	\$ 20,000.00	\$ 20,000.00	\$ 45,000.00	\$ 20,000.00	
Difference	\$ 151,565.00	\$ 201,765.00	\$ 251,965.00	\$ 277,165.00	\$ 327,365.00	
<b>Transfer - General Fund to Special Funds</b>						
Total Operating Revenue (Standards Def.)	\$ 3,578,466.79	\$ 3,707,604.61	\$ 3,741,977.29	\$ 3,783,711.07	\$ 3,814,802.22	
Total Operating Expense (Standards Def.)	\$ 3,398,587.75	\$ 3,514,649.98	\$ 3,514,595.31	\$ 3,569,427.98	\$ 3,649,047.70	

**Standards for Illinois Public Libraries  
Long Range Budget Plan**

<u>FY14-FY17 Long Range Budget Plan</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>Standards</u>
Salaries	53.9%	53.0%	52.5%	52.2%	51.6%	Typically 60% of Operational Expense (all funds except Debt Service and Special Reserve)
Benefits (Insurance, IMRF, FICA)	14.1%	14.0%	14.5%	15.0%	15.4%	
Salaries & Benefits	68.0%	67.1%	67.0%	67.2%	67.0%	Typically 70% of Operational Expense (all funds except Debt Service and Special Reserve)
Materials	13.0%	13.0%	13.1%	13.1%	12.9%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)
Programming	2.2%	2.1%	2.1%	2.1%	2.1%	
Utilities	2.3%	2.2%	2.2%	2.2%	2.2%	
Repairs and Maintenance	2.8%	4.3%	4.3%	4.3%	4.2%	
Insurance (Liability etc.)	0.9%	1.0%	1.0%	1.1%	1.1%	
Technology	5.1%	5.0%	5.1%	5.2%	5.2%	
Training & Development (Staff & Board)	1.1%	1.1%	1.1%	1.1%	1.1%	
Public Relations & Marketing	1.7%	1.3%	1.0%	0.9%	0.8%	
Office Supplies, General Operations	2.2%	2.3%	2.1%	2.1%	2.6%	
Professional Services (Payroll, Legal & Audit)	0.7%	0.7%	0.7%	0.7%	0.7%	
<b>Total*</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	* Total may not equal 100% due to rounding

## Appendix G

### **Plainfield Public Library District Building and Grounds Committee Tier 2 and 3 Projects August 28, 2013**

Since the 2012 Building Evaluation, projects have been added and removed from the plans for Tier 2 items to be addressed in the FY14-FY16 period. The intergovernmental project with the Village of Plainfield to expand and improve parking lots around the Library negated the need to replace the landscape barrier between the Village and Library parking lots and resurface/re-grade the Illinois Street lot. The inclusion of control systems and boiler valve upgrades in the FY13 HVAC project removed another costly item from the Tier 2 list. Replacement of the gutter and downspout system included in the FY13 Shingled Roof Replacement project negated the need for a secondary roof drainage system.

The focus of Tier 2 projects in FY14 is primarily the replacement of lighting and plumbing fixtures. The advent of leaking dielectric unions following the HVAC project last heating season necessitates their replacement be added to the list of items to address in this fiscal year. The expense is arguably a repair rather than an identified Tier 2 item. In FY15, focus shifts to replacement of the rooftop cupolas and entry doors. Providing an Americans with Disabilities Act compliant entrance is essential to basic library service. FY16 focuses on the masonry repairs identified in the Building Evaluation. Decreased repairs costs following the HVAC project will allow use of contingency and Building Repair budget lines for Tier 2 costs.

Tier 3 projects include replacement of carpets, boiler and fire alarm panel, as well as planning for the long-term capital replacement needs of the district. In the event of a successful building referendum prior to Tier 3 projects, the need for a long-term capital replacement plan remains.

**Plainfield Public Library District**  
**Building and Grounds Committee**  
**Tier 2 and 3**

<u>Project</u>	<u>Original Cost Est.</u>	<u>Maintenance Recommendations</u>	<u>Notes</u>
<b>FY14</b>			
Replace interior "can" lights with high efficiency fluorescent fixtures	\$ -	\$ 5,000.00	Perform in-house
Replace exit signs with LED type	\$ 10,000.00	\$ -	Perform in-house, signs purchased in FY13
Replace and/or upgrade plumbing fixtures	\$ 30,000.00	\$ 8,000.00	Perform in-house
Replace exterior building mounted lights with LED type	\$ 10,000.00	\$ 15,000.00	Estimate low for price of lights today
Add occupancy sensors in enclosed rooms	\$ 5,000.00	\$ 3,000.00	Perform in-house
Replace dielectric unions and dan foss valves for perimeter heating system	\$ -	\$ 10,000.00	Contingency repair, not in original scope
Re-grade around north and east elevations to redirect surface water away from building	\$ 7,500.00	\$ 7,500.00	
<b>FY14 TOTAL</b>	<b>\$ 62,500.00</b>	<b>\$ 48,500.00</b>	Includes contingency repair lines
<b>FY15</b>			
Replace entry doors at main entrance	\$ 6,400.00	\$ 30,000.00	Original recommendation to replace opener only, scope of work may change to include flooring and heating
Scrape and repaint rooftop cupolas	\$ 3,000.00	\$ 3,000.00	
<b>FY15 TOTAL</b>	<b>\$ 9,400.00</b>	<b>\$ 33,000.00</b>	
<b>FY16</b>			
Grind and point 100% of exposed masonry walls, limestone at original entry	\$ 30,500.00	\$ 30,500.00	
Chemical clean biological growth from masonry	\$ 6,000.00	\$ 6,000.00	Can possibly reduce this cost by including in the retuck pointing of the building
Remove and replace damaged face brick, multiple small locations	\$ 1,300.00	\$ 1,300.00	
Remove and replace backerrod and sealant at all expansion joints	\$ 1,680.00	\$ 1,680.00	
<b>FY16 TOTAL</b>	<b>\$ 39,480.00</b>	<b>\$ 39,480.00</b>	

**Plainfield Public Library District**  
**Building and Grounds Committee**  
**Tier 2 and 3**

<b>TIER 3</b>			
Replace carpet throughout library	\$ -	\$ 300,000.00	
Replace heating plant (boiler)	\$ 250,000.00	\$ 250,000.00	
			Original recommendation to replace entire fire alarm system
Replace fire alarm panel	\$ 100,000.00	\$ 20,000.00	
<b>TIER 3 TOTAL</b>	<b>\$ 350,000.00</b>	<b>\$ 570,000.00</b>	

# Appendix H

**Plainfield Public Library District**  
**Building Engineering Review**  
**Summary**

<u>Project</u>	<u>Tier</u>	<u>Engineering Cost Est.</u>	<u>Rec'd Phase</u>	<u>Maintenance Recommendations</u>
Ductwork Sealing and Distribution Improvements	1	\$ 50,000.00	1	\$ 50,000.00
Air Handling Systems Replacement & Control Upgrade	1	\$ 250,000.00	1	\$ 260,000.00
Data Closet Cooling Upgrade	1	\$ 50,000.00		\$ -
Stabilize Aging Systems: Roof, Windows, Doors, Masonry, Site	1	\$ 235,000.00	1	\$ 274,536.00
Thermal Scan Switchboard and Panelboards	1	\$ 10,000.00		\$ -
Trace Branch Circuits in each Panelboard	1	\$ 10,000.00		\$ -
Cover Plates for Open Junction Boxes	1	\$ 2,000.00		\$ -
Generator & ATS Inspection and Test	1	\$ 2,000.00		\$ -
Replace Exterior Building Mounted Lights with LED Type	2	\$ 10,000.00	1	\$ 10,000.00
<b>TIER 1 TOTAL</b>		<b>\$ 609,000.00</b>		<b>\$ 584,536.00</b>
Zone Air Distribution Corrections & Controls	2	\$ 200,000.00		\$ -
Plumbing Fixture Upgrade	2	\$ 30,000.00	2	\$ 8,000.00
Hot Water Circulation System	2	\$ 15,000.00		\$ -
Secondary Roof Drainage	2	\$ 27,000.00		\$ -
Replace Exit Signs with LED Type	2	\$ 10,000.00	2	\$ 5,000.00
Add Occupancy Sensors in Enclosed Rooms	2	\$ 5,000.00	2	\$ 3,000.00
Replace Interior HID Lights with LED Type	2	\$ 50,000.00		\$ -
<b>TIER 2 TOTAL</b>		<b>\$ 872,000.00</b>		<b>\$ 16,000.00</b>
Heating Plant	3	\$ 250,000.00	5	\$ 250,000.00
Long-Term to Extend Life 10-15 Years	3	\$ 600,000.00	5	\$ 250,000.00
Replace Generator & ATS	3	\$ 25,000.00		\$ -
New Addressable Fire Alarm System	3	\$ 100,000.00		\$ -
Replace Lighting and Controls Throughout	3	\$ 400,000.00		\$ -
<b>TIER 3 TOTAL</b>		<b>\$ 1,375,000.00</b>		<b>\$ 500,000.00</b>
<b>TOTAL, ALL TIERS</b>		<b>\$ 2,856,000.00</b>		<b>\$ 1,100,536.00</b>

Plainfield Public Library District  
Building Engineering Review  
Tier 1

<u>Project</u>	<u>Tier</u>	<u>Cost Est.</u>	<u>Maintenance Recommendations</u>	<u>Maintenance Department Notes</u>
Ductwork Sealing and Distribution Improvements	1	\$50,000.00	\$50,000.00	
Air Handling Systems Replacement & Control Upgrade	1	\$250,000.00	\$260,000.00	See Note 1.
Data Closet Cooling Upgrade	1	\$50,000.00	\$0.00	See Note 2.
Stabilize envelope: Roof, Masonry, Site	1	\$235,000.00	\$169,080.00	See Note 3.
Thermal Scan Switchboard and Panelboards	1	\$10,000.00	\$0.00	See Note 4.
Trace Branch Circuits in each Panelboard	1	\$10,000.00	\$0.00	See Note 5.
Cover Plates for Open Junction Boxes	1	\$2,000.00	\$0.00	in-house
Generator & ATS Inspection and Test	1	\$2,000.00	\$0.00	regular maintenance
<b>TIER 1 TOTAL</b>		<b>\$609,000.00</b>	<b>\$479,080.00</b>	
<p>Note 1. Control Upgrades that are listed in tier 2 are incorporated here.</p> <p>Note 2. The current cooling system is performing adequately. We already own a second unit that can be utilized in the event the original unit fails.</p> <p>Note 3. Roof - Replace shingles only. Replace windows in the bay area only. Stair painting is complete. Look into replace/repair front entrance doors(probably end of Tier 1 beginning of Tier 2. This total cost should be substantially lower than the estimate given.</p> <p>Note 4. Not a high priority or need on this building. Our electrical demand is low enough that this is unnecessary. Should we need to expand our electrical service in the future (adding computers) then we could look at this at that time.</p> <p>Note 5. This work can be completed by having 1 electrician work with staff. This would take about 2 days at the most and have a cost of about \$1200 - \$1500 max.</p>				

**Plainfield Public Library District**  
**Building Engineering Review**  
**Tier 2**

<u>Project</u>	<u>Tier</u>	<u>Cost Est.</u>	<u>Maintenance Recommendations</u>	<u>Maintenance Department Notes</u>
Zone Air Distribution Corrections & Controls	2	\$200,000.00	\$0.00	See Note 1.
Plumbing Fixture Upgrade	2	\$30,000.00	\$8,000.00	See Note 2.
Hot Water Circulation System	2	\$15,000.00	\$0.00	See Note 3.
Secondary Roof Drainage	2	\$27,000.00	\$0.00	See Note 4.
Short term repairs address aging systems: Roof, Windows, Doors, Masonry, Site	2	\$525,000.00	\$114,096.00	See Note 5.
Replace Exit Signs with LED Type	2	\$10,000.00	\$5,000.00	Perform in-house
Add Occupancy Sensors in Enclosed Rooms	2	\$5,000.00	\$3,000.00	perform in-house
Replace Exterior Building Mounted Lights with LED Type	2	\$10,000.00	\$10,000.00	
Replace Interior HID Lights with LED Type	2	\$50,000.00	\$0.00	Not cost effective.
<b>TIER 2 TOTAL</b>		<b>\$872,000.00</b>	<b>\$140,096.00</b>	
Note 1. This cost is covered in Tier 1.				
Note 2. This work should be performed in-house utilizing our existing budget for building repair. Replacing fixtures would cost \$300 - \$400 each. Total cost would be approx \$8000				
Note 3. Due to the small size of our facility and the limited number of fixtures that use hot water, we would never see a payback on this. Recommend not performing this work.				
Note 4. Our building does not require this type of drainage system. "Daylight" drainage does not perform well in our area due to the constant freeze/thaw that we experience in the winter time. Recommend replacing our existing gutters and downspouts with ones that are properly sized.				
Note 5. We should re-estimate this cost separately.				

Plainfield Public Library District  
Building Engineering Review  
Tier 3

<u>Project</u>	<u>Tier</u>	<u>Cost Est.</u>	<u>Maintenance Recommendations</u>	<u>Maintenance Department Notes</u>
Heating Plant	3	\$250,000.00	\$250,000.00	Low priority
Long-Term to Extend Life 10-15 Years	3	\$600,000.00	\$250,000.00	
Replace Generator & ATS	3	\$25,000.00		Do not recommend
New Addressable Fire Alarm System	3	\$100,000.00		Do not recommend
Replace Lighting and Controls Throughout	3	\$400,000.00		Exterior only. Item covered in Tier 2
<b>TIER 3 TOTAL</b>		<b>\$1,375,000.00</b>	<b>\$500,000.00</b>	
<p>Notes: Heating Plant replacement is a low priority item. The existing boiler is well maintained and should provide reliable service for the next 10 years. The item for "Long-term to Extend Life 10 - 15 years is to cover the replacement of the rubber roofing system, windows and perform upkeep on the masonry portion of the building. All other recommended items are covered in Tier 1 and 2.</p>				

**Plainfield Public Library District  
Building Engineering Review  
Roof Systems Estimate**

<u>Work Description</u>	<u>Estimated Cost</u>	<u>Recommended to Perform</u>	<u>Maintenance Department Notes</u>	<u>Rec'd Phase</u>
Remove and replace localized area of shingles, provide felt underlayment, move and replace corresponding attic insulation	\$800.00	\$0.00	Shingled roof needs to be replaced. This would be covered in that cost	1
Remove vents from rubber roof, patch roof	\$7,200.00	\$7,200.00		1
Remove and reslope gutters, reset heat tape	\$2,310.00	\$6,000.00	Gutters need to be replaced with new that is properly sized and sloped	1 or 2
Remove and replace shingles and ice and water shield, remove and replace insulation above cathedral ceiling 20 SF each	\$1,000.00	\$0.00	Included in shingle replacement cost	
			Do not recommend. May be a warranty issue. Payback is not there in energy savings.	
Coat rubber roof membrane white	\$30,000.00	\$0.00		
Repair rubber membrane where wrinkled or otherwise distressed	\$7,500.00	\$0.00	Warranty item	
Reactivate ridge vent by installing shingles on the inside face of the gabled roof and terminating the rubber roof 2 feet below ridge	\$26,350.00	\$0.00	Included in shingle replacement cost	
Grind and point bed joint of stone copings	\$4,500.00	\$4,500.00		1
Skylight - remove and replace fasteners, scrape and paint trim	\$3,600.00	\$3,600.00		2
Scrape and paint decorative cupolas	\$3,000.00	\$3,000.00		1
Remove and extend vibration isolation roof curbs in coordination with rooftop replacement, reflash	\$13,500.00	\$13,500.00	perform with RTU replacement	1
Remove and reset roof draining to lower elevation, reflash full sump area	\$7,800.00	\$7,800.00		3
Install crickets at rooftop equipment to increase positive drainage from the roof system	\$2,160.00	\$2,160.00	perform with RTU replacement	1
Additional roof repairs	\$5,000.00	\$0.00	covered in annual budget	
Remove and replace shingled roof system with metal roof include gutters and downspouts, resized for roof area	\$190,000.00	\$50,000.00	Metal roof would not be cost effective. Recommend using shingles.	1
Remove and replace single ply roof system	\$120,000.00	\$0.00	This roof will still be under warranty	
<b>Total</b>	\$424,720.00	\$97,760.00		
<b>Architects contingencies</b>	\$224,252.16	\$19,552.00		
<b>Total with Contingencies</b>	\$648,972.16	\$117,312.00		

Plainfield Public Library District  
Building Engineering Review  
Masonry, Windows and Doors Estimate

Work Description	Estimated Cost	Recommended to Perform	Maintenance Department Notes	Rec'd Phase
<b>1940 Structure</b>				
Grind and point 100% of exposed masonry walls	\$30,000.00	\$30,000.00		2 or 3
Grind and point limestone at original entry	\$540.00	\$540.00		1
Remove and replace damaged face brick, multiple small locations	\$1,300.00	\$1,300.00		2 or 3
Remove and rebuild brick over window lintels, scrape and paint steel, flash with membrane and ss drip assembly with end dams and install weeps. Scrape and paint exposed surfaces of underside of lintel	\$3,500.00	\$0.00	Inspection revealed no deterioration in these areas Can possibly reduce this cost by including in the retuck pointing of the building	2 or 3
Chemical clean biological growth from masonry	\$6,000.00	\$6,000.00		
<b>1990's Cavity Wall</b>				
Remove and replace backerrod and sealant at all expansion joints	\$1,680.00	\$1,680.00		2 or 3
Remove and rebuild brick over window lintels, scrape and paint steel, flash with membrane and ss drip assembly with end dams and install weeps. Scrape and paint exposed surfaces of underside of lintel	\$70,000.00	\$5,000.00	Scrape and paint steel lintels over windows only	2
Remove and reset window sills over thru wall flashing with enddams, weeps and drip edge	\$30,000.00	\$0.00		
<b>Windows/Doors Openings</b>				
Repair window sills and end of brick with wood epoxy	\$11,500.00	\$0.00	This is only needed in the bay area. We are recommending to replace the bay windows	
Scrape and paint HM doors	\$350.00	\$0.00	Already completed	
Remove and reset entrance threshold, provide dustproof strike at each vertical locking rod	\$750.00	\$0.00	Recommend replacing door	2 or 3
Remove and replace power door operator	\$6,400.00	\$0.00	Recommend replacing door	2 or 3
Remove and replace windows with aluminum clad wood windows. Anticipate another 20-25 year life	\$126,000.00	\$54,000.00	Recommend replacing bay area windows only. 18 units @ \$3000 per unit	1

Plainfield Public Library District  
Building Engineering Review  
Masonry, Windows and Doors Estimate

<u>Site</u>	<u>Work Description</u>	<u>Estimated Cost</u>	<u>Recommended to Perform</u>	<u>Maintenance Department Notes</u>	<u>Rec'd Phase</u>
	Remove and replace cracked concrete walks at entry. Provide expansion joint	\$3,500.00	\$0.00	I believe that this is the responsibility of the Village	
	Scrape and paint exterior steel stairs and railings	\$5,000.00	\$0.00	Done	
	Regrade around north and east elevations, redirect surface water away from building	\$7,500.00	\$7,500.00		2 or 3
	Repair parking lot pavement	\$12,250.00	\$25,000.00	Repaving recommended	2
<b>Total</b>		\$316,270.00	\$131,020.00		
<b>Architects contingencies</b>		\$166,990.56	\$26,204.00		
<b>Total with Contingencies</b>		\$483,260.56	\$157,224.00		

**Plainfield Public Library District  
Facilities Plan Phase Costs**

Building Infrastructure Assessment

	<u>Engineer/Architect Estimates</u>	<u>Maintenance Recommendation</u>
TIER 1 TOTAL	\$ 609,000.00	\$ 479,080.00
TIER 2 TOTAL	\$ 872,000.00	\$ 140,096.00
TIER 3 TOTAL	\$ 1,375,000.00	\$ 500,000.00
TOTAL, ALL TIERS	<b>\$ 2,856,000.00</b>	<b>\$ 1,119,176.00</b>

<u>Facilities Plan Phases</u>	<u>Revised Estimated Costs</u>
<u>Phase 1</u>	
Ductwork Sealing and Distribution Improvements	\$ 50,000.00
Air Handling Systems Replacement & Control Upgrade	\$ 260,000.00
Stabilize Aging Systems: Roof, Windows, Doors, Masonry, Site	\$ 274,536.00
Replace Exterior Building Mounted Lights with LED Type	\$ 10,000.00
Architectural Fees	\$ 25,000.00
Contingency (10%)	\$ 58,500.00
Total	\$ 678,036.00
<u>Phase 2</u>	
Plumbing Fixture Upgrade	\$ 8,000.00
Replace Exit Signs with LED Type	\$ 5,000.00
Add Occupancy Sensors in Enclosed Rooms	\$ 3,000.00
Contingency (25%)	\$ 4,000.00
Total	\$ 20,000.00
<u>Phase 3</u>	
Develop preliminary plans and/or options	\$ 12,000.00
Open Forums for community feedback	\$ -
Develop final expansion plan referendum package, including operational costs of expanded facility	\$ 12,000.00
Total	\$ 24,000.00
<u>Phase 4</u>	
Informational campaign	\$ 20,000.00
Total	\$ 20,000.00
<u>Phase 5</u>	
Expansion and replacement of library facility	Referendum Funded
OR	
Long-term replacement and repairs to existing facility	
Heating Plant	\$250,000.00
Long-Term to Extend Life 10-15 Years	\$250,000.00
Total	\$500,000.00

## Acknowledgements

The Plainfield Public Library District would like to thank the following people who aided in the planning effort:

- The Community of Plainfield for their support
- The Board of Trustees
  - Sharon Kinley, President
  - Dr. Patricia Miller, Vice-President
  - Crystal Andel, Secretary
  - Carl Gilmore, Treasurer
  - Samantha Hurtado
  - Vicki Knight
  - Jason Puetz
- The Library staff, especially the management team:
  - Julie M. Milavec, Library Director
  - Lisa Y. Pappas, Assistant Library Director
  - Linda Ling, Head of Technical Services
  - Anita Quinlan, Community Relations Coordinator
  - Veronica DeFazio, Head of Youth Services
  - Michelle Petersen, Head of Circulation
  - Michelle Roubal, Head of Reference and Readers Services
  - Lance Agne, Head of Maintenance
  - Debbie Maxwell, Administrative Assistant

## References

*Census 2010*, United States Department of Commerce, Bureau of the Census, Detailed Data Tables, 2010.

*Customer Service Handbook*, Plainfield Public Library District, Plainfield IL, 2014

*Serving Our Public 2.0: Standards for Illinois Public Libraries*, Illinois Library Association, 2009

Plainfield Public Library District  
Report of the Committee of the Whole  
March 7, 2018  
6:30 P.M.  
Large Meeting Room

**Call to Order, Pledge, Roll Call:** Board President Carl Gilmore called to order the Committee of the Whole meeting of March 7, 2018 at 6:37 p.m. in the Library's Large Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Trustees present: Gilmore, Andel, Knight, Miller, Gilles, Kinley, and Schmidt. Trustees absent: None. Staff present: Pappas and Hartley. Guests present: None.

**Public Comment:** The Library's Business Happy Hour event from 5 - 7 p.m. is on the same night as the Friends of the Library's Portillo's Fundraiser event from 5 - 8 p.m. on April 10, 2018. The Board will be represented at the upcoming Plainfield Hometown Irish Parade on March 11, 2018.

**Discussion Items:** The Committee of the Whole met to discuss the Library's purpose and mission in order to direct strategic planning. Current library trends were discussed and how these trends could be or have been implemented by the Library.

Alternate space ideas and partnerships were shared to address the interest in a collaboration room, maker space, STEAM area, as well as to consider the lack of a large community performance or group space.

The Committee discussed an initiative shared by the American Library Association at this year's Trustee Forum. The initiative, in part, would be an interactive approach to learning the District's communities' needs. Some topics to ask community influencers could include: what is your mission, where do you fit in the community, what are your challenges / needs / concerns, how do you see this community. The Board can then compile a list of responses from these discussions to begin to narrow the Library's focus moving forward.

The house on the adjacent property will need to be addressed in FY2019. The Library will be without its storage when the house is demolished. The Committee considered the option of building a structure on the property to allow for more space.

**Recommendations for Board Action:** Schmidt moved to recommend the implementation of a community engagement initiative as introduced by the American Library Association Office for Intellectual Freedom and the Office of Library Advocacy. Kinley seconded the motion; all voted yes via voice vote. The motion passed.

**Adjournment:** Miller moved to adjourn; Schmidt seconded the motion. All voted yes via voice vote, motion carried. The Committee adjourned at 8:34 p.m.

Respectfully submitted,

Respectfully submitted,

Aimee Hartley  
Recording Secretary

Carl Gilmore  
Board President

## Annex Brainstorm

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

Add to Library - use residential space as parking lot	
PROS	CONS
Not segmenting staff No additional safety concerns More space Everything maintained in one building No public burden	Cost Public response Construction hassles Building still old ADA entrance required (cost) Design limitations Design would be difficult to staff

Program & Public Meeting Rooms (with kitchen)	
PROS	CONS
Potential for additional space More programming Increased availability for community use Revenue Flexibility of space (stage, AV, dividable)	Needs to be staffed Delivery of program materials Patron confusion Patron inconvenience (holds, account assistance, etc.) Increased cost to operate

Non Public Services Facility (IT, Admin, Marketing, Maintenance)	
PROS	CONS
Lower cost to build Gained space Fewer build restrictions No public burden	Does it really add meaningful space? Inconvenience Siloing Cause divide among departments / create barriers Public response

Study Rooms, Collaborative Spaces, Business Spaces	
PROS	CONS
More of these spaces Never had a dedicated quiet area Public might not mind being secluded Business-like Revenue Reconfigure offices ELL clubs could expand	Safety Needs staffing / monitoring Increased cost Patron inconvenience (holds, account assistance, etc)

## Annex Brainstorm

### Digital Media Lab (technology related)

PROS	CONS
Offer services not offered before Not available in community at no cost Expand programming & collections Easily combined with other options	Expensive to fund, staff, and maintain

### Youth Services Facility

PROS	CONS
More space for YS? More space in this building Flexibility in design Defined spaces Family bathroom  Public growing accustomed to off-site / outside programs	Siloing Safety Transport of materials Inconvenience for some parents

### Local History Facility

PROS	CONS
Gain space Proper archival storage Collaborate with historical society for volunteers	Safety Staffing

### Passport / Notary Services Space

PROS	CONS
Revenue Easily combined with other options Keeping Library relevant	Staffing Safety Training

### Outdoor / Green Space

PROS	CONS
Community garden Options for programming Easily combined with other options	Maintenance Need for safety and sound barrier

### How to use additional space in the Library (in order of importance via DH survey)

Study rooms Seating Collaboration spaces Loading dock More meeting rooms More room for collections Storage Family bathrooms	Better/more efficient workstations Ramp for emergencies Outdoor space Dedicated noise zones Digital lab/maker space Better/more efficient staff rooms Better/more efficient bathrooms Self-service vending
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Workbook and Planning Guide

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# Advocacy Bootcamp

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An initiative of the ALA Office for Intellectual Freedom and the Office for Library Advocacy

[www.ala.org/advocacy/advocacy-bootcamp](http://www.ala.org/advocacy/advocacy-bootcamp)  
#ALAAdvocacyBootcamp

**ALA**AmericanLibraryAssociation

# Key Terms and Definitions

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**Advocacy:** turning passive support into educated action by stakeholders.

**Intellectual Freedom:** the right to speak freely, and the right to receive the expressions of others.

**Reactive Advocacy versus Proactive Advocacy:** the difference between responding to a crisis situation vs laying the groundwork for positive support. Building a climate of library support.

**Library Service versus Value:** the difference between use and appreciative support.

## Goals of this Training

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- To empower librarians with skills to tell their library's story and earn support
- To teach librarians and library advocates practical and powerful tips on how to be a respected, effective and supported voice in your community.
- To provide consistent messaging and an advocacy framework that can be used by libraries of all throughout a given state, and ultimately, across the country.
- To provide a mechanism for mentoring new advocates and creating a succession plan for advocacy.

# Community Analysis: Listening

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**Advocacy begins with listening.**

Find someone you do not know, from a community you do not live in. Ask two questions:

1. What are the big issues that your community is facing over the next 18-24 months?
  
2. Who is one of the most influential, non-elected people in the community?

# Community Interview Process

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Step 1	
Step 2	
Step 3	What <i>decisions</i> will you have to make over the next 18-24 months and what do you wish you knew first? What would success look like? Who else should we talk to?
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

# Why We Are Here

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## The Problems

- Declining library funding, and a consequent challenge to a host of literacies in our communities
- Disappearance of school librarians, loss of rights of minors both of access to content and free speech rights
- Significant loss of academic freedom and student belief in First Amendment
- A coarsening of public discourse

## Our Assets

- Along with firefighters and nurses, librarians are trusted
- We are obvious leaders for community change, have resources

## Our Aspirations

- The need to reclaim a moral sanction for the public sector
- To understand and claim our core values, among them a commitment to free speech
- To connect them to our communities in a more emotionally intelligent way
- To model civil and civic discourse
- To nurture a new generation of skilled and passionate library advocates and intellectual freedom leaders

Recommended reading:

*Aspen Institute*

[www.aspeninstitute.org/topics/public-libraries](http://www.aspeninstitute.org/topics/public-libraries)

# Frames, Repetition and Brain Research

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## Library Use vs. Library Support

## Frames & Repetition Work

## What does a story do?

## How to Change Minds

1. Begin with a story
2. Nail it down with a single fact
3. Tag line

## Other Brain Research (examples to follow)

Recommended reading:

*From Awareness to Funding: a study of library support in America:*  
[oclc.org/en/reports/funding.html](http://oclc.org/en/reports/funding.html)

*Don't Think of an Elephant.*  
By George Lakoff

*Being Wrong: Adventures in the Margin of Error*  
By Kathryn Schulz

# Outreach: Telling the Library Story

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We outline the process of having advocates give a talk in the community about the value of your library. This script includes multiple parts including a two-part piece on how we compare costs and a few examples of library stories but we encourage you to make the stories your own.

Find the sample script and stories: [ala.org/advocacy/advocacy-bootcamp-resources](http://ala.org/advocacy/advocacy-bootcamp-resources)

# Unpacking the Script

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- Talking about money
- Comparisons that matter

Recommended reading:  
*Predictably Irrational*  
By Dan Ariely

# Outreach: Structure of the Library Story

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The structure	Your story
Give me a real person. <i>Caiden was 3 years old.</i>	
Give me the problem. <i>He stuttered.</i>	
Give me a library intervention. <i>The library offered a “Read to Dogs” program.</i>	
Give me a happy ending. <i>Caiden doesn’t stutter anymore.</i>	
Give me <b>one</b> fact. <i>Hundreds of libraries offer this program.</i>	
Give me a phrase that pays. <i>Libraries transform lives.</i>	

## The Process

1. Find an advocate.
2. Give them the speech.
3. Let them practice it with you.
4. Book it five times in your community.

# The Four Messages

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Libraries transform lives.

Libraries transform communities.

Librarians are passionate advocates for lifelong learning.

Libraries are a smart investment.

## **Libraries Transform**

ALA's multi-year public awareness campaign strives to convey one big idea: Libraries today are less about what they have for people and more about what they do for and with people.

**Awareness:** Increase awareness of and support for the transforming library.

**Perception:** Shift perception of library from "obsolete" or "nice to have" to essential.

**Engagement:** Energize library professionals and build external advocates to influence local, state and national decision-makers. Visit [www.librariestransform.org](http://www.librariestransform.org).

**LIBRARIES  
TRANSFORM™**

# Building the Network

## Finding Your Champions: Circles of Engagement

Public	Academic	School	Potential names
Business	Business	Business	
Civic leaders (Rotary, Lion's, etc.)	Student Groups	Parents	
Education	Alumni	Teachers	
Elected Leaders	Faculty Groups	Principals	
Faith-based	Administration	PTA/PTO	
Non-profit	Community Partners	Community Groups	
Other	Other	Students	

## Getting the Message Out

Public	Academic	School	1-6 months	7-12 months
Library, Board, Friends	Board of Trustees	PTO/PTA		
School	Board of Governors	Community group		
Business	Faculty Senate	Political		
Political	Student Government	Media		
Other educational	College Deans	School Board		
Special events	Alumni Assn Meeting	Donors		
Donors	Donors	Media		
Media	Media	Other		

# Intellectual Freedom as Library Brand

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**Core Value:** All information resources should be equally and equitably accessible to all library users.

**Fight Censorship:** We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

**Trusted Expert:** First Amendment and Privacy

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

**Interpretations:** 26 Interpretations. Currently the IFC is crafting two new interpretations:

- Visual and Performing Arts
- Inclusion Issues for People with Disabilities

**Essential Policies as Tools for Advocacy**

- Collection Development
- Request for Reconsideration

**Report Censorship**

[www.ala.org/tools/challengesupport/report](http://www.ala.org/tools/challengesupport/report)

## Resources

Intellectual Freedom Manual

[www.alastore.ala.org/detail.aspx?ID=11353](http://www.alastore.ala.org/detail.aspx?ID=11353)

Journal of Intellectual Freedom and Privacy

<https://journals.ala.org/index.php/jifp>

Intellectual Freedom News & Blog

<http://www.oif.ala.org/oif/>

Challenge Support

[www.ala.org/tools/challengesupport](http://www.ala.org/tools/challengesupport)

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996*

[www.ala.org/advocacy/intfreedom](http://www.ala.org/advocacy/intfreedom)

# ALA Assistance at the Local & State Level

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ALA offers support to libraries undergoing crisis issues including challenges to funding, adverse legislation, censorship and privacy challenges, and more, including:

- One-on-one support
- Social media consultation
- Talking points
- Peer-to-peer support
- Virtual or in-person meetings
- Letters of support
- Collaboration with state chapters and allies

Contact ALA for assistance or to report challenges or other threats in your libraries and communities.

## Office for Intellectual Freedom

- Challenge support and privacy issues
- Online Learning
- State of the States webinars & listserv
- Intellectual Freedom Round Table (IFRT)
- Merritt Fund

For issues and resources, visit [www.ala.org/advocacy/intfreedom](http://www.ala.org/advocacy/intfreedom)

## Office for Library Advocacy

- Crisis support
- Chapter Advocacy Exchange
- ALA's advocacy website for the public: [www.ilovelibraries.org](http://www.ilovelibraries.org)
- Advocacy Clearinghouse

For issues and resources, visit [www.ala.org/advocacy/advocacy-public-awareness](http://www.ala.org/advocacy/advocacy-public-awareness)

# Support

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Crisis support doesn't cost you, your library, or your chapter anything.

Communication is confidential if requested.

## ALA Protocol for Monitoring and Responding to State and Local Library Crises

The American Library Association (ALA) has adopted a protocol to respond to library crises at the state and local level. The goal of ALA's involvement is to advance the advocacy efforts of the library and/or the appropriate state-level library organizations. ALA can only become involved when its efforts are welcomed by and coordinated with the library and/or the state-level library organization.

A "Crisis Team" of ALA staff members has been created to continuously monitor and coordinate responses to library crises including closures, position eliminations, catastrophic library fiscal crises situations, censorship and intellectual freedom issues, and other advocacy situations affecting libraries at the state and local level. The ALA Crisis Team is facilitated by the Office for Library Advocacy and works in close coordination with the Chapter Relations Office, the Governance Office, the Office for Government Relations, the Office for Intellectual Freedom, the Public Awareness Office, United for Libraries, and American Libraries. ALA Divisions are consulted as appropriate to the situation.

The Crisis Team will initiate contact with appropriate state-level library organizations (including the president, chapter councilor and executive director, as well as the state library agency and the COSLA executive director), to gather facts and background information. When contacted by library staff or an advocate at the local level, the Crisis Team will respond directly and contact the state level organization for background and consent, before contacting the local library director, trustees, Friends group, or other body legally responsible for library services to gather facts and background information.

The Crisis Team will consult and strategize with contacts at the local level to determine the best method of response. Written responses, including letters to decision-makers, or op-eds and letters to the editor are penned by the ALA President and respective ALA Division Presidents when appropriate (including local trustees and or Friends), to issue a national statement in response to the crisis. The response will be disseminated through ALA media outlets. Other types of response include consultation on implementing an advocacy plan, grassroots organizing, and employing other advocacy strategies, as well as resource sharing and peer-to-peer consultation.

The Crisis Team will continue to monitor the situation and update the ALA Board, ALA Council, and appropriate ALA Divisions, as well as appropriate parties at the state and local level, with any actions taken in support of the library or libraries in crisis.

*Established: 2010 by the Office for Library Advocacy  
Updated: August 2016*

# Checklist for Advocates

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## Personal

	Do you understand the needs of your community?
	Are you engaged in your community beyond your job? How?
	Do you think of yourself as a leader?

## Professional

	Are you working with your supervisors so that efforts are aligned?
	Is advocacy part of your stated professional responsibilities?
	Can you name at least three library champions in your (work) community?

## Organizational

	Has your library set its advocacy goals? It's a negotiation between: <ul style="list-style-type: none"><li>• Key Issues in your community</li><li>• Capacity in your library</li><li>• Setting Priorities (choosing the right projects)</li></ul>
	Does everyone in your library understand their advocacy role?
	Are there plans and policies in place? <ul style="list-style-type: none"><li>• Communications</li><li>• Social media</li><li>• Crisis Communications</li></ul>
	Are you partnering with groups outside of your library, such as Kiwanis, Rotary, cultural institutions, etc.?

# Checklist for Advocates

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## Chapter/Association

	Has your association set its advocacy goals?
	Does everyone in your association understand their advocacy role?
	Are there plans and policies in place, such as intellectual freedom, advocacy, legislation, communications, social media, or crisis communication?
	Is there an advocacy committee that can oversee this work, separate from a legislative committee?
	Are you communicating regularly with other library associations and groups in your state?
	Are you partnering with statewide organizations outside of the library association?

## Overall

	<p>Can you commit to incorporating these four messages into your advocacy work?</p> <ul style="list-style-type: none"> <li>• Libraries transform lives.</li> <li>• Libraries transform communities.</li> <li>• Librarians are passionate advocates for lifelong learning.</li> <li>• Libraries are a smart investment.</li> </ul>
	<p>Project Management: There's no time like the present. Are you prepared to manage this project?</p> <ul style="list-style-type: none"> <li>• What are <b>you</b> going to do?</li> <li>• Who else is involved?</li> <li>• When? Where? How? Why?</li> </ul>
	Do you know what success looks like? What's your vision or goal?

# Wrap Up

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List no more than 7 preliminary (draft) action steps:

<b>Preliminary Action steps</b>	<b>1-6 months</b>	<b>7-12 months</b>
<i>Talk to your supervisor</i>	X	



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# REQUEST FOR PROPOSAL

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## Strategic Planning Consultant March 18, 2019

### Objective

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The Plainfield Public Library District (PPLD) seeks a consultant to develop a one-page outcome-driven strategic plan that directly supports identified needs of the community we serve.

### Deadline for receipt

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Proposals must be received via email before 9:00AM Tuesday, April 9, 2019. Proposals should be addressed to Lisa Pappas, Director, Plainfield Public Library District and emailed to [lpappas@plainfieldpubliclibrary.org](mailto:lpappas@plainfieldpubliclibrary.org). A confirmation from the PPLD will be sent after the receipt of the proposal.

### Inquiries

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Inquiries may be made via email or telephone. Please address all inquiries to: [lpappas@plainfieldpubliclibrary.org](mailto:lpappas@plainfieldpubliclibrary.org) or 815-439-2874. Answers will be provided within two days. All questions must be received no later than Friday, April 4 at 5:00PM.

### Background

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The Plainfield Public Library District in Plainfield, IL serves a population of over 75,000 residents in Plainfield and in parts of Joliet, Bolingbrook, Romeoville and unincorporated Kendall County. The Library's collection includes about 160,000 items, with an annual circulation of more than 650,000. The staff consists of 55 employees who work in one 27,000 square foot facility that is open 64 hours per week.

The Library became a district in 1988 when the village library and Plainfield township library merged. In 1990, voters approved a referendum to expand the 4,000 square foot 1941 facility to its current 27,000 square feet. Since 1990, the population of the District has grown by more than 60,000 people. The Library has had three failed referenda attempts (2009, 2016 and 2017) in order to expand the current facility and increase the operating tax rate, which has remained the same since it became a district in 1988.

## Scope of Work

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PPLD is seeking an experienced, professional facilitator to perform the following:

1. Facilitate the strategic planning process using a methodology effective for public libraries.
2. Facilitate planning meetings and input sessions (public, board, and staff sessions).
3. Gather data through research and community input to identify how the Library's values and purpose can be aligned with current priorities and needs of the community to form the basis of the Library's strategic focus for the next 3-5 years.

Community input is a key component of this planning process, and may include:

- Focus groups / public input sessions / individual interviews
  - Paper/online survey
  - Phone follow up interviews
  - Other methods as identified by the consultant
4. Formulate and recommend strategies and specific action steps based on the input gathered.
  5. Oversee the development of a one-page strategic plan that will be communicated to the Library's stakeholders. The final deliverable should include the Library's mission and values as well as clearly defined areas of strategic focus.
  6. All raw and summary data is to be delivered to PPLD at the conclusion of the planning process.

## Proposal Content Requirements

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1. A cover letter providing a brief description of the firm or individual, name, address of consultant, telephone number, and email of principal contact person.
2. Executive summary of the highlights of the proposal, not to exceed one page in length, and conveying the consultant's understanding of the purpose and expected outcomes of the project.
3. A list of key personnel who would be involved in the process and their expertise/experience. If you plan to contract with a third-party vendor to conduct the community research component, please identify what firm you plan to use.
4. A summary of the consulting firm's qualifications and relevant experience. The successful firm and their subcontractors will have demonstrated expertise in library operations, services, trends and functions as well as strategic planning experience.
5. A work plan that includes a description of the methodology, tasks, timeline and estimated total amount of time that would be spent on the project. Responses that fail to include a timeline will not be considered.
6. Exclusions or exceptions. Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by local library staff.
7. A schedule of costs that includes consulting, supplies, number of onsite visits and cost per trip, and other costs associated with the planning process. Costs for data gathering and analysis (community research component) must be listed separately.
8. References and contact information for three organizations for which the facilitator has provided strategic planning services. One of the three references must be a public library.

## RFP Standards and Selection Criteria

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1. PPLD reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.
2. No library board or staff member shall have a financial interest in this proposal.
3. In cases of disputes over differences of opinions as to the services in the proposal, the decision of PPLD shall be final.
4. PPLD reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
5. PPLD reserves the right to reject any or all responses to this RFP.
6. The proposal will be evaluated by PPLD and will include the following criteria:
  - Responsiveness of the written proposal to the purpose and scope of the project.
  - Demonstrated knowledge, skills, and experience in conducting strategic planning projects for public libraries.
  - Methodology and timeline for carrying out tasks in the scope of work.
  - Cost to complete the process.
  - Ability to meet deadlines and operate within budget.
  - Positive experience and success in strategic and library planning; satisfactory performance record (references).

## RFP and Tentative Planning Process Timeline

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1. Proposals must be received via email before 9:00AM Tuesday, April 9, 2019.
2. All questions must be received no later than Friday, April 4, 2019 at 5:00PM.
3. Consulting firm selected at PPLD's April 17, 2019 board meeting.
4. Strategic planning process begins June 2019.
5. A draft report/plan and executive summary are to be submitted to the Library Director three weeks in advance of the final deliverable due date.
6. Final deliverables presented in person at a future agreed upon board meeting.