

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda

Building & Grounds Committee

October 7th, 2024

Directly following the 6:00pm CoW meeting

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda and requested changes to agenda

2. Open Forum

Audience Members wishing to address the Board: please complete the open forum sheet provided and give it to the Board Secretary.

3. Building & Grounds

- A. Lower Level update discussion
- B. Main floor work room discussion
- C. FY25 Repair/Replacement plans

4. Adjournment

The Library Board meeting is scheduled for Monday, October 21st, 2024 at 6:00pm.

Phased Lower Level Renovation Plan:

Phase 1:

- Empty Study Rooms 1 & 2 (tables, chairs, white boards).
- Move Karen into Study Room 1 temporarily.
- Move Natalie into Study Room 2 which will be her permanent office.
- Empty the Annex (table, work benches, tall cabinet).
- Empty the former YS storage room (filing cabinet, table, chair, rolling cart).
- Remove shelving from the YS storage room as needed
- Possible new flooring in YS storage room.
- Repaint Annex and former YS storage room.
- Install window in the former YS storage room to mirror the Annex.
- Repurpose former Annex and YS storage room into new Study Rooms 1 & 2.
- Repaint the former YS office.
- Repurpose YS office into new baby room.
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- Total anticipated cost for paint and accessories for baby room/offices: estimated: \$750 (window/floor/paint/decals) – Funds will come from the Library's budget.

Phase 1 Justification:

- Renovations to the Youth Services department in various local libraries has led to an average of 20% per week increase in traffic over pre renovation numbers.
- The goals of Phase 1 are to provide the following:
 - o 1. In what is now the Youth Services Office - dedicated safe space for our youngest visitors (0-2) where they can explore, be read to, and create. A safe space for this age group is not currently something that we provide. The American Academy of Pediatrics encourages reading to babies as soon as they are born and providing a space for that in our library will encourage more usage at this early age, increase participation in our 1000 Books Before Kindergarten program, and increase the usage of the Youth Services Area.
 - o 2. Move non-children accompanied adults out of the Youth Services main area. By moving the study rooms into the rooms that are located in the hallway leading to the Story Time room (currently the Annex and YS storage room), we will be decreasing the number of adults who are not accompanying children in the YS space. The move will decrease the number of noise issues. In addition, the Annex and YS Storage Room are larger and will be able to accommodate small groups of 6-8 rather than 4 people. The current YS Storage room would also house the accucut machine with its accompanying dies (used to cut shape out of paper) which is often requested by teachers, daycares and parents who want shapes for kids' crafts, invitations, etc.
 - o Moving Natalie into a separate office will allow for closed door HR conversations with employees which is not currently possible unless she asks others to leave the office.

Phase 2:

- Repurposing the Book Nook (area under the stairs) into the Parent Portal (name to be decided)
 - o Move the children's books and cube out of the space and cube shelving, install shelving from the former periodicals room for parent books/materials
- Repurposing the former periodicals room into YS workroom and homework/kids small group room
 - o Ceiling, lights, HVAC ventilation, electrical, finished flooring, wall to separate the 2 sides, door from small group meeting room into space specifically for youth
- Installing window into YS manager's office toward YS workroom
- Create a second closet in the nook area in the StoryTime Room (next to the current closet) to create additional storage space
- Move book cases to create open floor plan and tween space
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- Total anticipated cost for former periodicals room renovation: \$ (awaiting quote) – Funding will be requested from Foundation and Friends for this phase.

Phase 2 Justification:

- The goals of Phase 2 are to provide the following:
 - o 1. Repurposing the former periodicals room (currently YS and records storage room) into 2 separate rooms which will become the YS work room/Karen's office and a tween work room/study space/program room. Our current study rooms are in high demand and are most used during finals. Providing another space that can be used but 8-10 teens/tweens to study but is a flexible space and can be used for small programs or youth groups to meet (such as the Girl Scout and Boy Scout troops who meet here when we have free spaces). The other half of the room will become the dedicated Youth Services work room and Karen's Tech Services area. Currently tech services (book and materials processing) supplies are spread out on the main floor and lower level wherever they fit. This space will be larger than her current area, allowing Karen to have all of the supplies needed in one area and increasing productivity. In addition, the YS department will be able to have dedicated work room areas for program preparation and off desk research.
 - o 2. Reworking the Book Nook (area under the stairs) into a Parent Portal will have a similar effect to moving the study rooms out of the main YS area, encouraging adults to use spaces outside of those dedicated to youth. In addition, moving those materials out of the main YS stacks will free space and shelving allowing for us to move shelving creating the open concept shown in the architectural layout.
 - o 3. Finally adding the additional closet in the YS Story Time room will assist with shifting YS materials storage and help the department to consolidate materials keeping better track of things they already have and cutting down on duplication of materials purchasing.

*Phases 3 – 5 have not been priced out yet and would be planned at a later date.

Phase 3:

- Renovation of current YS kitchenette: remove wall between kitchenette and StoryTime room, install locks on cupboards
- Total anticipated cost for renovations: \$

Phase 3 Justification:

- The goal of phase 3 is simply to increase the usability of the kitchenette attached to the Story Time room by removing the wall between the kitchenette and the Story Time room. Current programmers in the Story Time room do not feel comfortable leaving their program to go into the kitchenette with the limited visibility back into the room. Adding locks to the cabinets is precautionary since the area will be open to youth.

Phase 4:

- Installation of small window in YS
 - o Collaborate with Golf Course to dig out and install a window well and window into the side of the building
- Total anticipated costs: \$

Phase 4 Justification:

- Installing the window well will allow for natural light into the space. Numerous studies document the affect of natural light on creating a welcoming atmosphere and a positive working space. Numerous studies also document the negative effects of a lack of natural light on staff who work in those spaces and visitors to those spaces. As with adding the patio, adding the window well would support the goal of creating a welcoming space for our patrons and a healthy work environment for our staff.

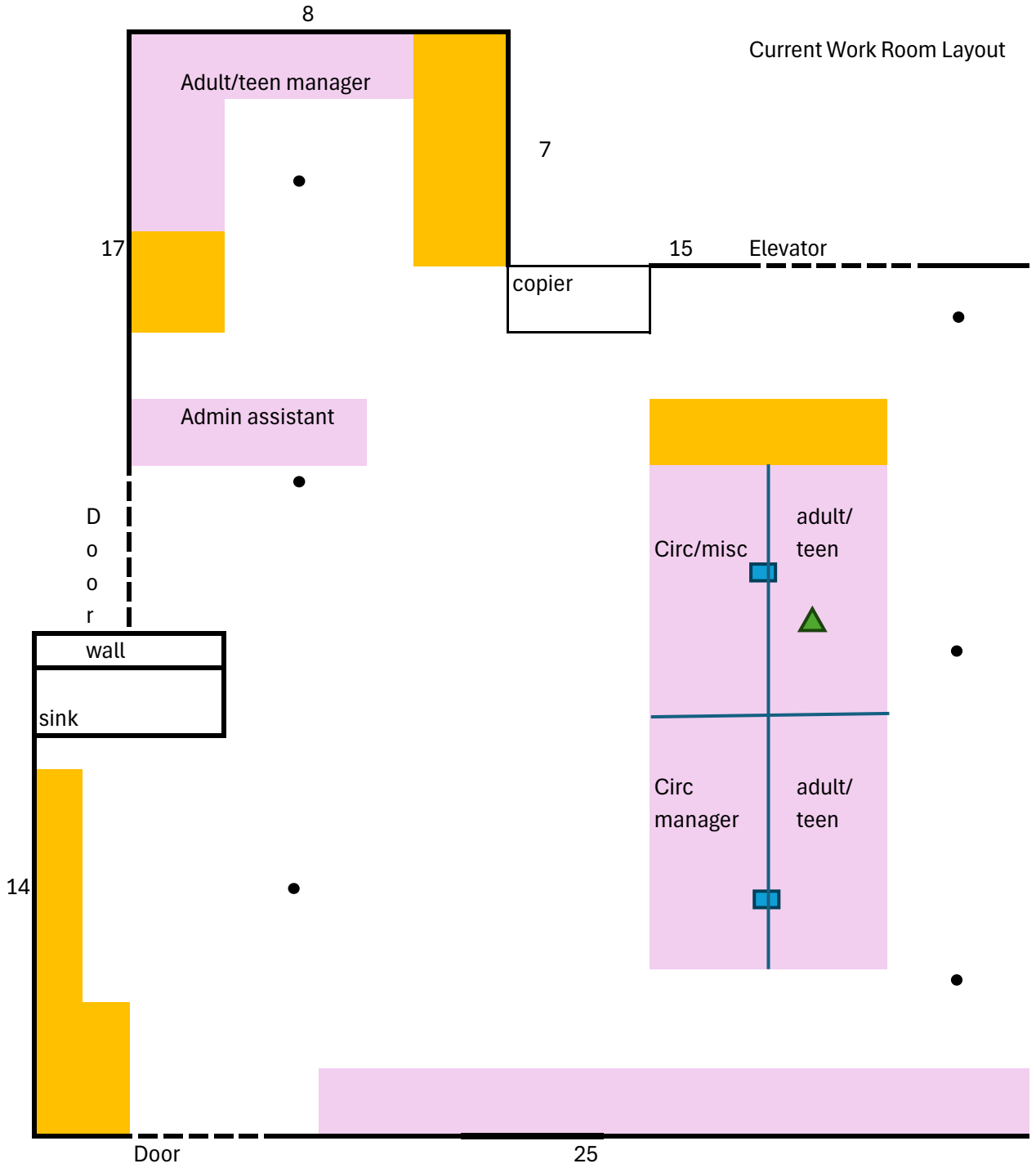
Phase 5:

- Excavation and installation of lower level patio
 - o Collaborate with the Golf Course to excavate the back of our facility to install a patio with window and doors into the youth services area (where the current “New Books” nook is.
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- Total anticipated costs: \$

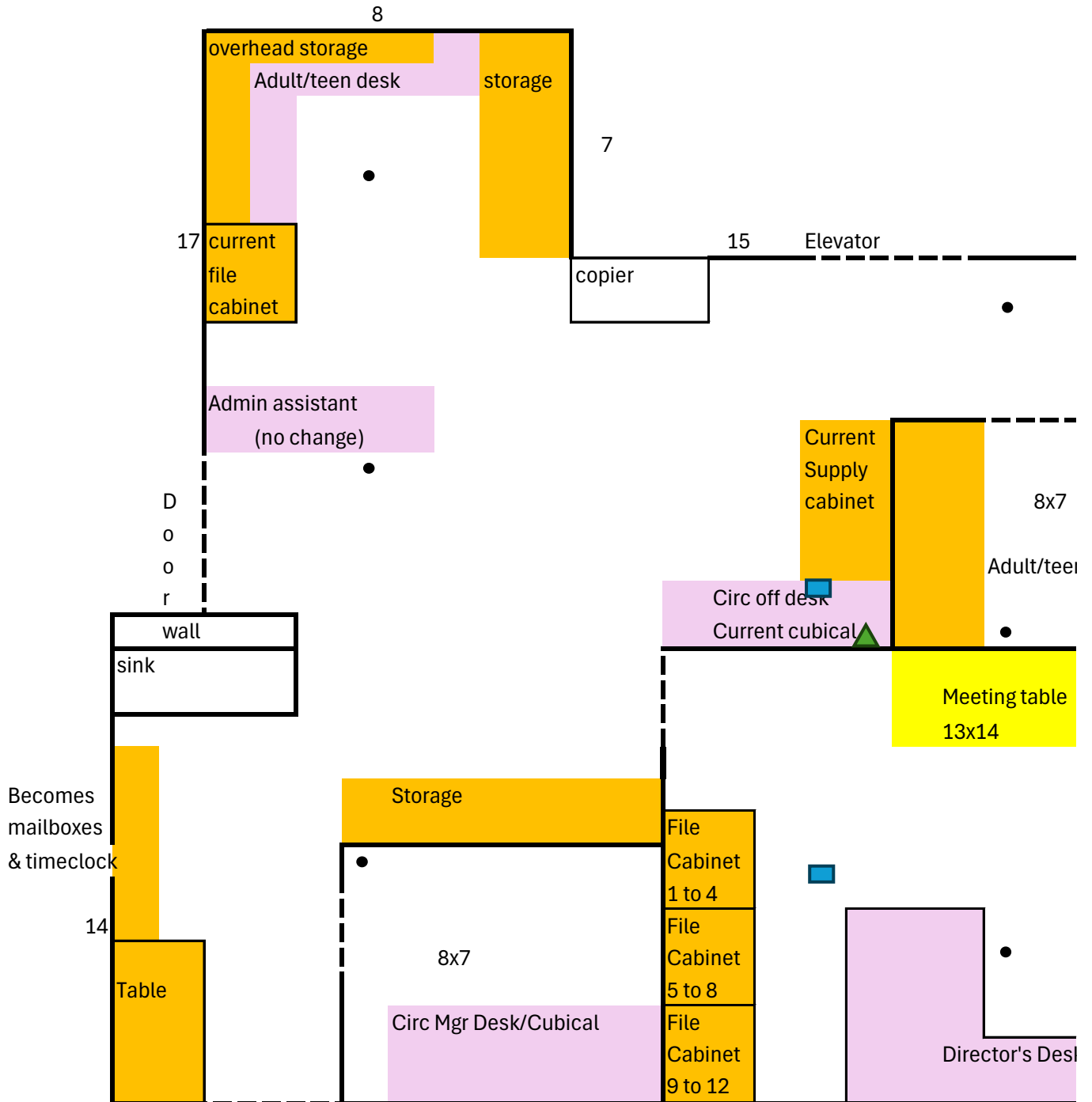
Phase 5 Justification:

- As above, adding access to natural light increasing welcoming spaces and staff positivity. The addition of a patio will allow for outdoor programming and usable spaces for youth.

Current Work Room Layout



Reuse mounted cabinets above current AS/TS Desk



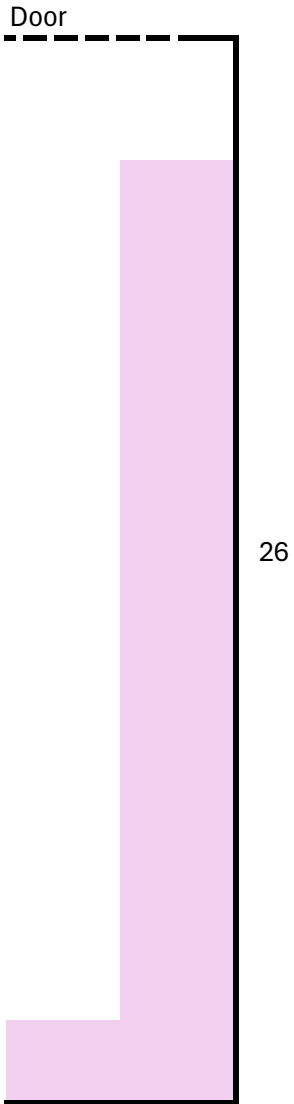
Circ mgr current: 1 cubical desk (1 upper cabinet, one file cabinet)

Adult/teen mgr: 1 L shaped desk with 2 file cabinets, 2 plastic shelving units all re

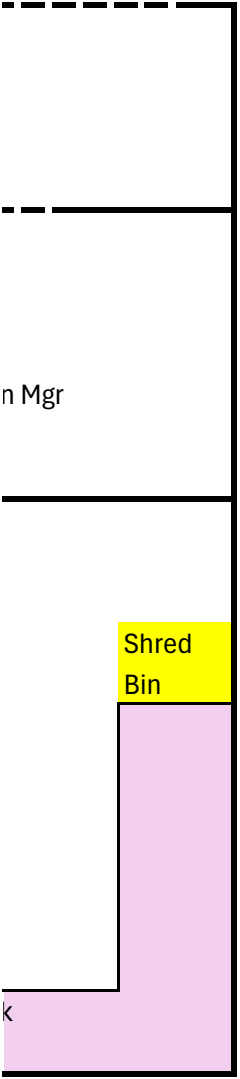
Director: U shaped desk with 2 file cabinets under, 3 tall file cabinets, table + 3 chairs, 2 drawer |
remove 1 (small 2 drawer file cabinet), 1 (2 drawer) large file cabinet
replace round table with rectangle for better fit

- ▲ Electric pole
- Smoke detector
- Sprinkler head

*note: all measurements are approximate based on counting ceiling tiles



Door



n Mgr

26

Shred
Bin

k

es



Capital Improvement Plan for FY25-FY30

Following review of the Capital Improvement Plan provided by Studio GC, below is the plan to address issues identified in the plan along with the growth of the Capital Reserve Funds account. *Note: each year in June/July the Board will need to pass a resolution moving funds into the Capital Reserve Fund.

The following assumes that the Capital Reserve fund will start with \$187,000 which was the fund balance in IL Funds prior to moving additional funds into the account in Spring of 2024.

FY25

8335-07 Total Budgeted amount: \$70,000

Capital Improvements:

- Replace wooden fence panels on the south side of the property
 - o Estimated cost: \$15,000
- Rework the interior railings to be ADA compliant
 - o Estimated cost: \$13,940
- Conduct a thermoscan of the facility
 - o Estimated cost: \$2,304
- Total estimated capital expenditures: \$31,244
- Total budgeted capital expenditures: \$35,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$187,000
- Budgeted addition: \$35,000
- Estimated interest earned at 4%: \$7,618.67
- Ending year total: \$194,618.67

FY26

8335-07 Total Budgeted amount: \$75,000

Capital Improvements:

- Refinish metal fence
 - o Estimated cost: \$1,600
- Reseal opening perimeter and control joints
 - o Estimated cost: \$17,316
- Replace stained ceiling tiles
 - o Estimated cost: \$2,500
- Reseed site
 - o Estimated cost: \$2,900
- Replace drinking fountains with bottle filling stations
 - o Estimated cost: \$6,500



- Total estimated capital expenditures: \$30,816
- Total budgeted capital expenditures: \$40,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$229,618.67
- Budgeted addition: \$35,000
- Estimated interest earned at 3%: \$6,984.07
- Ending year total: \$236,602.74

FY27

8335-07 Total Budgeted amount: \$75,000

Capital Improvements:

- Seal coat and strip the parking lot
 - o Estimated cost: \$3,000
- Refinish and seal all metal doors
 - o Estimated cost: \$5,000
- Update all interior signage
 - o Estimated cost: \$17,771
- Replace the window shades in the main floor meeting room
 - o Estimated cost: \$12,672
- Total estimated capital expenditures: \$38,443
- Total budgeted capital expenditures: \$40,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$271,602.74
- Budgeted addition: \$35,000
- Estimated interest earned at 2%: \$5,482.13
- Ending year total: \$277,084.87

FY28

8335-07 Total Budgeted amount: \$75,000

Capital Improvements:

- Parking lot repairs (anything found in FY27's reseal)
 - o Estimated cost: \$10,000
- Clean and reseal the concrete
 - o Estimated cost: \$5,400
- Review and repair any problems found with the storm system



- Estimated cost: \$20,000
- Total estimated capital expenditures: \$35,400
- Total budgeted capital expenditures: \$40,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$312,084.87
- Budgeted addition: \$35,000
- Estimated interest earned at 2%: \$6,299.23
- Ending year total: \$318,384.10

FY29

8335-07 Total Budgeted amount: \$80,000

Capital Improvements:

- Replace the entire roof
 - Estimated cost: \$250,000
- Clean and reseal the letters on the building and sign
 - Estimated cost: \$1,500
- Update the main floor bathrooms – replace ceramic tile, partitions and accessories
 - Estimated cost: \$40,145
- Total estimated capital expenditures: \$291,645
- Total budgeted capital expenditures: \$45,000 + Capital reserve fund spending: \$250,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$353,384.10
- Budgeted addition: \$35,000
- Budgeted spending: \$250,000
- Estimated interest earned at 2%: \$7,132.83
- Ending year total: \$110,516.93

FY30

8335-07 Total Budgeted amount: \$80,000

Capital Improvements:

- Bike rack and repair stand replacement
 - Estimated cost: \$1,500
- Seal coat and stripe parking lot, inspect storm drains
 - Estimated cost: \$3,500
- Update all parking lot lights to be LED
 - Estimated cost: \$4,000



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- Replacement of concrete sections/areas and curbs as needed and replacement of tactile warning surfaces
 - o Estimated cost: \$20,000
- Elevator repairs and upgrades
 - o Estimated cost: \$6,244
- Total estimated capital expenditures: \$35,244
- Total budgeted capital expenditures: \$35,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$155,516.93
- Budgeted addition: \$45,000
- Estimated interest earned at 2%: \$3,139.01
- Ending year total: \$158,655.94