

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
February 6th, 2023
6:00 PM

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. Minutes

- A. Accept Minutes of November 7, 2022 Committee of Whole Meeting.

4. Finance

- A. Tax levy funds

5. Advocacy

6. Building & Grounds

- A. Lower Level update discussion
- B. Capital Improvements Assessment Plan

7. Personnel

- A. Updated job description

8. Policy

9. Strategic Planning

10. Adjournment

The Library Board meeting is scheduled for Monday, February 20th, 2023 at 6:00pm.

Agenda
North Riverside Public Library District
Committee of the Whole Meeting
Board of Trustees
November 7, 2022
6:00 PM

1) Opening of Meeting

- a) Call to order – 6:07 PM
Present: Annette Corgiat, John Mathias, Greg Gordon, and Kathy Bonnar,
- b) Quorum was established
- c) Guest: Barbara Silvestri
- d) Staff present: Britney Musial, Mike Bradley
- e) Approval of agenda
- A motion was made by Greg Gordon to approve the agenda as written. John Mathias seconded. All ayes, motion carried.

2) Open Forum

- a) N/A

3) Special Technology Presentation

Mike Bradley presented information on using the library's outdoor lockers. He additionally took questions from board members on the use of their library-issued tablets.

4) Minutes

The minutes of the Committee of the Whole, August 1, 2022, meeting was accepted. John Mathias approved, and Kathy Bonnar seconded. All ayes, motion carried.

5) Finance

There was nothing to report.

6) Advocacy

The Village Tree Lighting Ceremony, Dec 7th, 6-8 PM closely coincides with the time of the library's Open House time, 5:30-8 PM. The hope is that those attending the tree lighting will also visit the library and vise versa.

7) Building & Grounds

A. Lower-level update discussion

John Mathias addressed the topic based on the architect's recommendations. These recommendations have been summarized in a spreadsheet which was displayed on the screen as prepared by Director Natalie Starosta.

John recommended that each item on the spreadsheet be discussed in a "pro" vs "concerned" status. Each item was discussed, and questions were answered by staff, Britney Musial. Many of the recommendations appeared to require minimal changes

with minimal costs for the interior of the library. The exterior recommendations, on the other hand, will require excessive costs and will be addressed at a future date.

8) Personnel

Greg Gordan reported that job descriptions have been updated. Anette Corgiat asked that a modification date be included with each update.

9) Policy

There was nothing to report.

10) Strategic Planning

- A. John Mathias reported that the issues presented in Standards for IL Public Libraries Chapters 7 & 8 indicate that the North Riverside Public Library District is in compliance.
- B. All board members present agree that clarification is needed to complete self-evaluations and further discussion will be required.

11) Adjournment

The library board meeting is scheduled for Monday, November 21, 2022, at 6:00 PM.
A motion to adjourn was made by Greg Gordon and seconded by John Mathias

3 March 2023

Ms. Natalie Starosta, Library Director
North Riverside Public Library District
2400 South Des Plaines Avenue
North Riverside, IL 60546

LETTER OF PROPOSAL/AGREEMENT

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

CAPITAL NEEDS ASSESSMENT

Dear Ms. Starosta:

Williams Architects is pleased to present this proposal for Architectural Services for preparation of a comprehensive Facility Assessment and Capital Replacement Plan for the North Riverside Public Library District. Our team truly looks forward to the opportunity to work with the North Riverside Public Library District on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

We visited the site and building with you on Thursday, March 2, 2023. We understand that the building is approximately 22,000 square feet in area with a full basement. The building was constructed in 1999, is well-maintained, and is largely compliant with current life safety and accessibility codes, yet some areas do not comply with current standards. A complete replacement of most of the building addition's mechanical infrastructure was completed recently, and several interior projects to upgrade finishes and optimize space use have recently been completed or are in the planning stages. Some interior and exterior elements are approaching the end of their expected service lives.

The North Riverside Public Library District wishes to prepare a new Capital Needs Assessment that will comprehensively identify, prioritize, and budget for capital improvements needed over the next ten years. The final deliverable will be used by the library as a tool in future capital decision-making processes and budgeting.

Our assessment will analyze the capital needs of the Library through a process of conducting a detailed facility condition assessment that identifies all visible and readily inferable capital needs and associated repair and replacement costs over a ten-year period. The assessment shall include every major component and significant aspect of the Library property's physical condition, including (but not limited to) accessibility, drainage, electrical, elevators, energy consumption, HVAC systems, plumbing, building and life safety code compliance, roofing, building envelope, building structure, security, and fire safety. We differentiate ourselves from many other firms performing capital assessments by focusing on life safety, code compliance, accessibility, and universal design items in addition to physical condition assessment. The final deliverable shall be a written report indicating all findings (including photographic documentation where applicable) including probable cost estimates of repair, replacement costs, and estimated service life. Our services also include a presentation of our findings at a Library Board meeting.



PROJECT APPROACH

In speaking with you about the recent history of the Library building and touring the building with you, we have learned a great deal about the Library's needs. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging assessment process that will meet your goals for this project.

This is a very specialized project type that requires experienced architects for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

Project Kick-off / Data Collection

Williams Architects and our consultant team review all data collected and meet with Library Staff and (if appropriate) the Library Board to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives) will be discussed and a project schedule will be developed.
- B. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by North Riverside Public Library District leaders and staff, and other related project management details.
- C. Data Collection – Review potential data and information required in order to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.
- E. Schedule – Confirm the proposed schedule and associated milestone dates.

Capital Needs Assessment

During this phase of the Project, our team conducts a visual observation of the existing property to assess the condition of all items noted on page 1 of this Proposal. The assessment will be conducted by licensed architects from our firm, all of whom have significant experience with facility condition assessment, accessibility considerations, life safety requirements, and energy conservation code compliance. Our visual observations are augmented by infrared photography that assists us in understanding any potential air and moisture infiltration issues. Photographs will be taken to document all visible findings. All findings shall be compiled into a draft report identifying and prioritizing all capital needs, associated repair and replacement costs, and estimated remaining service life for review and discussion with Library staff. Following review of this draft report, our team shall finalize the report document for distribution to the Library Board and for the Board presentation of our findings.

Cost Estimating

Our cost estimates for necessary repairs and replacements will be based on historical data and our firm's recent experience with libraries and other similar public facilities. Where multiple options exist to rectify identified issues, a range of costs will be expressed in our report.

Our Team is also concerned with identifying and suggesting strategies to rectify items needing repair or replacement that are economical to construct while taking into consideration the life-cycle impact on maintenance costs and energy consumption. We will review cost-saving options and seek consensus among the assessment and Owner Team so value-engineering options can be integrated up-front into the assessment process.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library's requirements and an assumed April authorization to proceed.

Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	April 2023
• Project Kick-Off / Data Collection / Assessment Visit(s)	Mid-April 2023
• Draft Report to Library Staff	Early June 2023
• Meeting with Library Staff To Review Draft Report	Mid-June 2023
• Presentation of Findings to Library Board	June or July 2023 Board Meeting

PROPOSED PROFESSIONAL FEES

We propose to provide the above referenced services for a fixed fee of **NINE THOUSAND NINE HUNDRED DOLLARS (\$9,900.00)**, plus reimbursable expenses as described in this Proposal.

If the scope of work should substantially increase or decrease during the project beyond the scope indicated herein, or if additional latent or concealed conditions should require additional project scope or specialized investigation, we will propose a fee and time adjustment to the mutual satisfaction of the North Riverside Public Library District and Williams Architects. Examples of such circumstances that may suggest a fee and time adjustment are discovery of conditions that may warrant the engagement of testing and inspection companies to measure or evaluate hidden conditions such as roof moisture scans, detailed elevator inspections from licensed elevator inspectors, or structural load calculations.

HOURLY RATES

Any Additional Services requested in writing by the North Riverside Public Library for work not included in this Agreement/Proposal shall be provided on an hourly basis at the rates listed below or at mutually agreed upon fixed fees. These rates shall hold through the end of the project.

2022/2023
WILLIAMS ARCHITECTS
RATE TABLE

Principal II	\$ 250.00/Hour
Principal I	\$ 231.00/Hour
Associate Principal	\$ 216.00/Hour
Senior Associate/Senior Project Mgr.	\$ 212.00/Hour
Associate / Project Manager.....	\$ 193.00/Hour
Architect III	\$ 171.00/Hour
Architect II	\$ 158.00/Hour
Architect I	\$ 142.00/Hour
Senior Project Coordinator II	\$ 171.00/Hour
Senior Project Coordinator I	\$ 158.00/Hour
Project Coordinator IV	\$ 129.00/Hour
Project Coordinator III	\$ 118.00/Hour
Project Coordinator II	\$ 100.00/Hour
Project Coordinator I	\$ 86.00/Hour
Project Technician II.....	\$ 67.00/Hour
Project Technician I.....	\$ 51.00/Hour
Aquatic Engineer II	\$ 204.00/Hour
Aquatic Engineer I	\$ 155.00/Hour
Director of Marketing.....	\$ 190.00/Hour
Marketing Coordinator.....	\$ 138.00/Hour
Accounting	\$ 183.00/Hour
Secretarial.....	\$ 129.00/Hour
Clerical.....	\$ 91.00/Hour
Director of Interior Design	\$ 173.00/Hour
Interior Designer V	\$ 135.00/Hour
Interior Designer IV	\$ 113.00/Hour
Interior Designer III.....	\$ 88.00/Hour
Interior Designer II.....	\$ 75.00/Hour
Interior Designer I.....	\$ 51.00/Hour

In addition to our estimated fees, we recommend the Library maintain an Owner contingency fund within the overall assessment budget to allow for the potential of Additional Services and unforeseen conditions not included herein.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Library for our reimbursable expenses at our direct cost. Reimbursable expenses include mileage to and from the Library from our Itasca office at current IRS rates, project-related expenses such as printing & photocopying, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. We anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We estimate reimbursable expenses for the project not to exceed FIVE HUNDRED DOLLARS (\$500.00).

AGREEMENT/PROPOSAL QUALIFICATIONS

This agreement/proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings and specifications for our use in identifying existing conditions and systems.
2. In addition to our visit(s) to conduct the assessment, we include up to **three (3)** meetings with Library staff and **one (1)** meeting with the Library Board to present and discuss progress and findings. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between the Library and WA.
3. This proposal is based on the “professional standard of care” for architectural services provided by similar firms performing similar services. The Library understands that while producing the Capital Needs Assessment, imperfections and inconsistencies may occur, and that invisible or undetectable conditions may not be able to be identified. However, every reasonable effort to remedy such imperfections and inconsistencies will be made at no additional cost to the Library.
4. The final report will make every attempt to identify items that are not in compliance with codes that were adopted by the Village of North Riverside at the time they were constructed. However, the Library recognizes that Authorities Having Jurisdiction such as Village Chief Building Officials, Fire Marshals, etc. may interpret codes and impose requirements in their own manner, and that such interpretations and imposition of requirements are beyond the control of our firm.
5. As licensed architects, our firm is not licensed or experienced in the identification, discovery, or testing of any hazardous materials and therefore cannot bear professional responsibility for any such materials or discoveries. We would be glad to refer the Library to qualified testing and remediation companies experienced in such matters upon request. (Given the age of the building, we do not expect this to be a concern)
6. While we make every effort to provide accurate cost ranges for identified capital needs based on our firm’s extensive experience in public sector projects throughout the Chicagoland area, we cannot warrant or guarantee the cost estimates provided due to circumstances beyond our firm’s control, such as rate of inflation, material shortages, labor shortages, supply chain issues, and future code requirements.
7. This scope of services is intended to solely address capital needs for future planning and budgeting purposes and is different from a “master plan” or “space needs assessment” in which current and future spatial needs are identified and solutions explored. WA can provide these services in tandem with this Capital Needs Assessment or after this exercise upon request as an additional service.

CONCLUSION

If the North Riverside Public Library District agrees with the terms and conditions of this Letter of Agreement/Proposal, please sign and date below, and return a copy to our office. We truly appreciate this opportunity to develop a professional relationship with the North Riverside Public Library District and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Principal / Vice President / Director of Library Design & Planning

ACCEPTANCE

The North Riverside Public Library hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
North Riverside Public Library District Authorized Representative

Authorized Signature
North Riverside Public Library District

Date

REFERENCES FOR SIMILAR AND RECENT WORK

We encourage you to contact our references to learn more about our performance prior to deciding on a consultant for this work. Recent references for similar work include the following:

Park Ridge Public Library – Capital Needs Assessment

Completed: 2022

Contact: Joanna Bertucci, Library Director

jbortucci@parkridgelibrary.org

(847) 825.3123

This Assessment led to WA being engaged by the Library for two separate projects recommended by the Capital Needs Assessment.

Itasca Community Library – Capital Needs Assessment

In Process

Contact: Gail Herff, Interim Library Director

gherff@itascalibrary.org

(630) 773.1699

Berkeley Public Library – Capital Needs Assessment & Master Plan

Completed: 2021

Contact: Ryan Cox, Library Director

rcox@berkeleypl.org

(708) 544.6017

This Assessment led to WA being engaged by the Library for two separate projects recommended by the Capital Needs Assessment and Master Plan.

North Chicago Public Library – Capital Needs Assessment & Master Plan

Completed: 2021

Contact: Louis Carlile, Library Director

louisc@ncplibrary.org

(847) 689.0125

This Assessment led to WA being engaged by the Library for a project recommended by the Capital Needs Assessment and Master Plan.

Community Library of Sunbury, OH – Facility Condition Assessment & Master Plan

Completed: 2022

Contact: Chauncey Montgomery, Library Director

director@yourcl.org

740.965.3901

This Assessment led to immediate smaller maintenance and repair projects completed directly by local contractors engaged by the Library.

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PROJECT TEAM RESUMES

The project team for this effort will be led by Williams Architects Principal Andy Dogan, a licensed architect with over 25 years of experience in planning, design, and evaluation of public facilities. Assisting Andy with the assessment effort will be Williams Technical Director Tedd Stromswold and Project Manager Brad Moser. Each member of our assessment team is a licensed architect with over twenty years of experience in assessing facilities and ensuring code, accessibility, life safety, and energy efficiency code compliance.

Resumes for our project team members follow this page.

EXAMPLE REPORT

We have included a recently completed Capital Needs Assessment report for the Park Ridge Public Library with this proposal as an example of our reporting format. Although we typically tailor each Capital Needs Assessment effort to the needs of each of our clients, we have found that delivering our assessment findings in a comprehensive yet easy-to-understand format combined with a capital expenditure plan that prioritizes and identifies expected expenditures over a ten-year period is of most help to our public library clients. Our process seeks to provide targeted, relevant information in a focused manner as opposed to voluminous spreadsheets and reports generated from a firm standard template.

This Capital Needs Assessment Report follows our Project Team Member resumes indicated above.

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ANDREW R. DOGAN, ALA, NCARB, LEED® APC

Principal / Director of Library Design & Planning

EDUCATION: University of Illinois at Urbana - Champaign
Master of Architecture, 1999
University of Illinois at Urbana - Champaign
Bachelor of Science / Architecture Studies, 1997

LICENSURE:

Licensed Architect: IL
Licensed Interior Designer: IL

INDUSTRY EXPERIENCE: 24 Years

MEMBERSHIPS/AFFILIATIONS:

Association of Licensed Architects
National Council of Architectural
Registration Boards (N.C.A.R.B.) Certified
LEED® Accredited Professional
City of Elgin Parks & Recreation Board Member
Earl Prize Nominee for Excellence in Design
President, Gargoyle Honor Society

Andy joined Williams Architects in 2014 as a Senior Project Manager. Now a Principal with the firm, Andy assumes a leadership role on our firm's cultural arts and public library projects. In addition to his experience managing and designing a variety of projects within the firm, Andy possesses considerable skills in consensus building and leading community engagement processes. His architectural experience is complemented by his extensive experience as a performing musician as a member of the DuPage Symphony Orchestra and as the founding conductor of the Lake Geneva Symphony Orchestra. A licensed architect and interior designer, Andrew is a recognized expert in ADA compliance. As a LEED Accredited Professional, he seeks to incorporate sustainable design principles and practices into each project he is a part of.

PROJECT EXPERIENCE

- Addison Public Library – Needs Assessment, Renovation
- Arlington Heights Memorial Library - Renovation
- Berkeley Public Library - Remodeling
- Cary, IN Park District – Lions/Kaper Park Master Plan, Community Center Renovations; Maintenance Facility Renovation
- Charles B. Philips Public Library - Remodel & Expansion
- Cleveland, OH Public Library - Jefferson Branch Renovation & Addition
- Forest Park Library – Space Needs Assessment / Interior Renovation, Roof Replacement
- Forest Park, Park District of – Roos Property Redevelopment
- Glencoe Park District – Comprehensive Master Plan
- Glenview Park District – Ice Center Feasibility Study & Park Center Space Utilization Study
- Harris-Elmore, OH Library – Expansion & Renovation
- Millstadt Public Library
- Naperville Public Library – Nichols Public Library, 95th Street Renovation & Naper Boulevard, Staff Workspace
- New Port Richey, FL Public Library – Space Needs Assessment
- North Chicago Public Library - Needs Assessment
- Northbrook Park District – Community Center Existing Facility ADA Improvements
- Oakbrook Terrace, City of – Public Services Facility
- Orange Township, OH – New Community Center Feasibility Study / Master Plan, Pre-Referendum Service
- Oregon Park District – Comprehensive Master Plan, Nash Recreation Center HVAC Study
- Oswego, Village of - Outdoor Amphitheater
- Palatine Park District – Comprehensive Study, Cutting Hall Catwalk, Falcon Park Recreation Center; Community Center Fitness Center
- Poplar Creek Public Library District – Sonya Crawshaw Branch Renovation; Main Library Improvements
- Reed Memorial Public Library
- River Forest Library – Renovation
- River Grove – Library Pre-Referendum Service
- Round Lake Area Park District – Indoor Facility Assessment, Rolek Community Center Lobby
- Skokie Park District – Comprehensive Master Plan & Maintenance Facility
- Sun City Huntley – Prairie Lodge Renovations
- Sunbury, OH Community Library - Master Plan
- Sycamore Park District – ADA Improvements
- Villa Park Public Library – Pre-Referendum Services, Expansion & Renovation
- Vernon Hills Park District - ADA Audit & Transition Update
- Wadsworth, OH – Public Library
- Waukegan Park District – Indoor Aquatic Center, The Field House at Hinkston Park, Waukegan Sports Park
- Waukegan Public Library - Field House at Hinkston Park Branch Library
- Wheaton Park District – Community Center Exterior Improvement, Track Replacement; Memorial Park Amphitheater Master Plan, Interior Design Consulting; Concrete & Stair & Due Diligence; Northside





TEDD A. STROMSWOLD, AIA, LEED AP

Technical Director

EDUCATION

North Dakota State University

Bachelors of Architecture, 1995

INDUSTRY EXPERIENCE

26 Years

LICENSURE/MEMBERSHIPS

Licensed Architect in the state of Illinois

American Institute of Architects (AIA),
Northeast Chapter Member

LEED® Accredited Professional

Tedd joined Williams Architects in 2016 and is a licensed architect in the State of Illinois. His experience and depth of knowledge in directing activities of project team personnel while monitoring budget, scheduling and technical production helps ensure adherence to client goals. A brief highlight of the projects he has been involved with is listed below.

WILLIAMS ARCHITECTS PROJECT EXPERIENCE

- Cleveland, OH Public Library - Jefferson Branch Renovation & Addition
- Downers Grove, Village of - Police & Village Hall Planning
- Hickory Hills Park District - Cynthia Neal Center
- Indianapolis, IN - Broad Ripple Park Community Center
- Maywood Park District - Recreation Center
- Mt. Prospect, Village of - Fire Station No. 13
- Oakbrook Golf Clubhouse Patio Renovations
- Pioneer Construction 4621 Lincoln Vanilla Box
- Poughkeepsie, NY - Municipal Feasibility Study
- Schaumburg Park District - Tennis Plus Roof Replacement
- Schaumburg, Village of - EPW Facility Storage Assessment
- Skokie Park District - Maintenance Facility
- Sudbury, MA - Fairbanks Community Center Feasibility Study
- Villa Park Public Library - Exterior Improvements; Expansion and Renovation
- Westerville, OH - Community Center Expansion
- Woodridge, Village of - Municipal Campus Feasibility Study
- Woodridge Park District - Athletic Recreation Center Gymnasium Addition

PAST FIRM PROJECT EXPERIENCE

- Amboy CSD 272 - Vehicle Maintenance / Storage Facility
- City of Berwyn - Historic Fire Station Addition; New Fire Station No. 2
- City of Woodstock - Public Works Facility
- DeKalb County - Justice Center 20-year Needs Study; Community Outreach Building
- Huntley Community School District – 2 New Middle Schools, Middle School Addition, High School Renovations & Additions, Reroofing Projects
- Kane County - Judges' Security Corridor; E911/OEM Relocation
- Lake County - Courthouse Limestone / Masonry Restoration
- Lake In The Hills, Village of - Public Works Facility Addition
- North Aurora, Village of - New Police Station
- Northwestern Central Dispatch System - Facility Risk Assessment; Exterior / Site Security Upgrades
- Ramsey County - New Law Enforcement Center
- Roscoe Community Consolidated School District – Middle School Addition & Build-Out, Portable CRs, Misc. Renovations
- Scott County - Emergency Communications Center Renovation; New 911 / EOC Center & Space Needs Study; New Patrol Headquarters





BRAD MOSER

Managing Architect

EDUCATION:

University of Illinois at Urbana-Champaign
 Master of Architecture, December 1999
 Master of Science Civil Engineering, December 1999
 Bachelor of Science Architectural Studies, May 1997

INDUSTRY EXPERIENCE:

23 Years

LICENSURE/MEMBERSHIPS

Licensed Architect, State of Illinois #001-022099
 NCARB Certificate #76,259

A licensed architect in the State of Illinois, Brad recently joined Williams Architects in 2018. With over twenty-three years of architectural experience, he has completed a variety of project types from large scale new construction to small scale renovation work. Mr. Moser is responsible for construction administration, on-site observation, project management, client and consultant coordination, specification writing, and document development.

WILLIAMS ARCHITECTS PROJECT EXPERIENCE

- Bartlett Park District Community Center Exterior Improvements
- Channahon Park District - Heritage Bluffs Clubhouse
- Elk Grove Park District – Fox Run Golf Links Clubhouse and Maintenance Facility
- Forest Park Library - Renovation
- Montgomery, Village of - Public Works Planning Study
- Oswego, Village of - Outdoor Amphitheater
- River Grove Library - Pre-Referendum Services
- Sandwich Park District - ADA Compliance
- Warrenville Park District - Fitness Now Expansion
- Wheaton Park District - Memorial Park Amphitheater, Community Center Interiors, Community Center Track Replacement

PAST FIRM PROJECT EXPERIENCE

- Addison Park District - Facility Master Plan
- Animal Welfare League, Chicago Heights, IL - Building Addition
- Addison Public Library - New Library
- Apple Canyon Lake Property Owners Association - New Pool Facility
- Housing Authority of the City of Austin - RAD improvements
- Calumet Coach - 3D Marketing campaign for Mobile Medical Scanners
- Cedar Lake, IN Parks & Recreation - Facility Master Plan/ADA Improvements
- Coles Park - 170 Unit Townhouse & Apartment Development with Senior Living
- Community Unit School District 300 - deLacey Family Education Center
- Dundee Township Park District - Randall Oaks Recreation Center
- Village of East Dundee - Village Hall and Police Master Plan
- City of Elgin - Elgin PADS Center
- Four Seasons New York - Spa Renovation
- Harry S Truman College - Proposed Administration Complex
- Highland, IN Parks & Recreation - Lincoln Community Center
- Joliet Park District - Inwood Athletic Club
- Joliet Park District - Nature Center Renovation and Master Plan
- LaGrange Public Library - New Library Facility
- Lamoine Hotel Renovation - Conversion of Historic Hotel to Assisted Living
- Lewis University - Proposed Chapel, Donor Fountain, and Theater Expansion
- Lincolnshire Muncie, IN - 41 Unit Memory Care Center
- Lincolnshire Ft. Wayne, IN - 40 Unit Memory Care Center
- Lockport Park District - Fitness Forum Addition and Renovation
- Matteson Public Library - Addition and Renovation
- Village of Oswego - New Village Hall
- Park Ridge Park District - Referendum Assistance
- Peace Lutheran Fort Myers, FL - Addition and Renovation
- Village of Pingree Grove - New Police Facility
- Pontiac, IL - Livingston County Historic Courthouse Renovation



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This is a sample deliverable intended to show an example of Williams Architects' process, expertise, and outcomes. Dissemination of this document to any other design professional or firm is expressly prohibited without the express written consent of Williams Architects and the Park Ridge Public Library.



Park Ridge Public Library

2022-2032 Capital Needs Assessment



PARK RIDGE PUBLIC LIBRARY

prepared by:



WILLIAMS[®]
ARCHITECTS

500 Park Boulevard, Suite 800
Itasca, IL 60143

P 630 221 1212

www.williams-architects.com

12 November 2021

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2022-2032 Capital Needs Assessment

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2022-2032 Capital Needs Assessment

Introduction, Methodology, and Executive Summary

In August of 2022, Williams Architects of Itasca, IL was commissioned by the Park Ridge Public Library to perform a Capital Needs Assessment for the Library building and site. The intent of this Capital Needs Assessment is to identify and prioritize needed repairs and modifications to the Library facility over the next ten years, with capital cost estimate information that will allow the Library to plan for likely costs of needed repairs over the next ten years.

Licensed architects and engineers from Williams Architects and 20/10 Engineering Group visited the Library on September 7, 13, and 15 to perform a visual assessment of the Library site, structure, building envelope (exterior), interior, mechanical systems and infrastructure, electrical systems and infrastructure, plumbing systems, and fire protection systems. The facility was also evaluated for compliance with current life safety and accessibility codes and requirements. In addition to our team's own visual assessments and observations, construction documents and specifications from past projects were consulted and evaluated to ascertain intent and character of certain conditions. Our evaluation is limited to items that are readily visible and/or inferable from conditions observed by licensed professionals, and does not exclude the possibility that other undetectable, invisible, or latent conditions may exist within the Library facility.

Overall, the building is exceptionally well maintained, in large part due to the efforts and diligence of the Library's Facility Manager, John Priala. Several exterior renovation projects have occurred over the past decade addressing many of the items identified in the last Capital Needs Assessment performed by Engberg Anderson in 2011. An interior renovation project completed in 2018 addressed some, but not all, finish, operational, and accessibility compliance concerns. Another renovation project completed this September provided the facility with full automatic sprinkler coverage and fire alarm system updates.

The only serious issue identified to date requiring attention within the next twelve months is the masonry enclosure wall around the air handling unit at the northeast corner of the building. Water infiltration at this wall and subsequent corrosion and freeze-thaw action has led to out-of-plane movement and cracking of these walls. These conditions are serious enough to warrant demolition and reconstruction of these walls. Other longer-term issues identified include accessibility to the Library's meeting room level and the need to replace a great deal of the Library's mechanical/HVAC infrastructure over the coming years. All the team's findings and associated recommendations and cost estimates are contained within this Report.

It is our pleasure to assist the Park Ridge Public Library with this assessment effort. The Williams Team stands ready to assist the Library in any way we can with the findings herein. Please do not hesitate to contact us with any questions or concerns at any time.

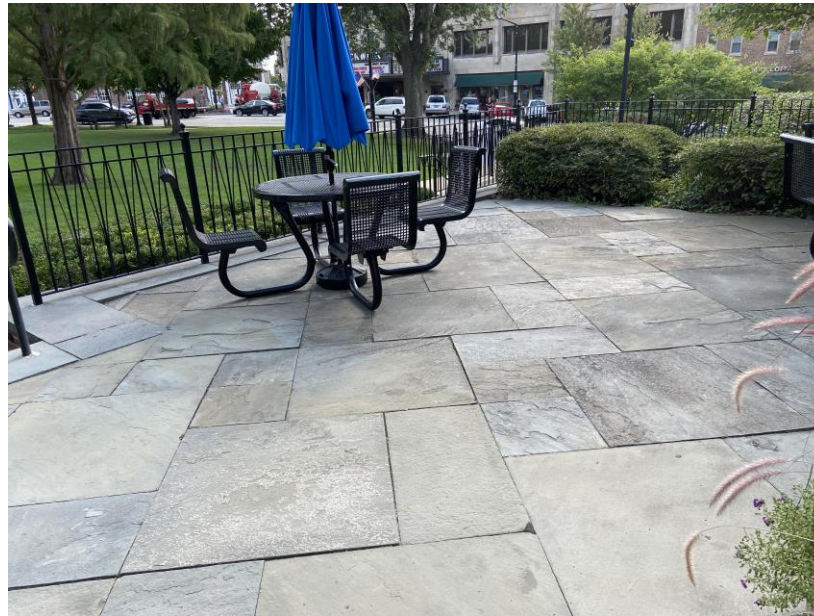
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2022-2032 Capital Needs Assessment **Site Concerns**

Most of the site surrounding the Library is City of Park Ridge property and outside the Library's responsibility to maintain; therefore, costs have not been identified for addressing these items in this Assessment Report. We will be providing a supplemental report for the City's understanding of site elements we believe should be addressed over the next ten years. For the Library's understanding, following are the site conditions requiring attention observed by our team:

1. The bluestone patio outside the original entrance to the building is experiencing minor settlement, as evidenced by the gaps and height differential at the perimeter of the patio.



-
2. The ornamental metal fencing is severely corroding at several locations. Some of the original railings in this area do not comply with current codes.



-
-
3. Masonry walls and caps at this area are loose and deteriorated, evidencing moisture infiltration.





2022-2032 Capital Needs Assessment

Accessibility Concerns

1. The actuator for the automatic opener for the building entrance doors may be difficult to locate for persons with disabilities. Relocating the actuator and/or providing more visible signage will help. (The Library has received pricing to install a touch-free actuator closer to the entrance door)
2. Several restrooms in the facility, including recently renovated restrooms, are not compliant with current accessibility codes. (Not all restrooms are required to be accessible, but it is good practice at inaccessible restrooms to provide signage indicating the location of the nearest accessible restrooms)
3. Very little accessible room identification signage is provided throughout the facility. The signage that is currently installed is incorrectly located on doors (rather than to the latch side of the doors as required by codes). A project is in progress to update building signage to address these issues. We have performed a cursory review of the proposed new signage and it will address these concerns.



Example of door-mounted room identification signs

4. The slope of the existing ramp from the lobby to the meeting room level is approximately 13 percent (maximum allowable = 8.33 percent). Therefore, there is currently no accessible route to this level of the building.



5. Several existing fire extinguisher cabinets are mounted above accessible height.



6. Some knob-style door hardware still exists in the building. While this is primarily limited to staff areas, there is no exclusion in accessibility codes for employee areas.



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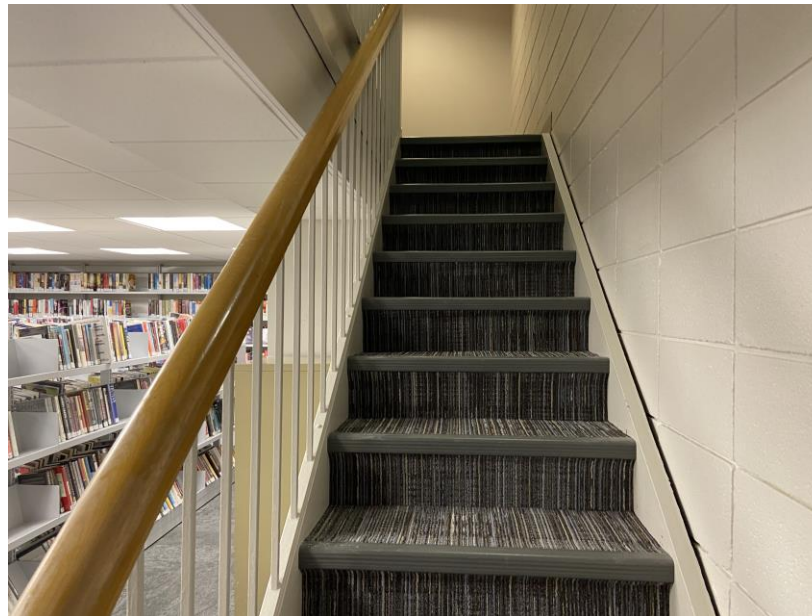


2022-2032 Capital Needs Assessment

Life Safety Concerns

We understand that the 2018 interior renovation project triggered a number of life safety improvements, including the installation of a full automatic sprinkler system and an updated addressable fire alarm system throughout the building. Several areas were also improved from a life safety standpoint through the creation of clearer exit routes and addition of illuminated exit signs nearer to floor level to facilitate building egress during a smoke event. The following items are not compliant with current life safety codes and are included herein for the Library's knowledge and understanding. However, since these items were either compliant at the time of their original construction or done at the request of City of Park Ridge inspectors during previous construction projects, we see no reason to address them imminently.

1. Stairs from the third floor to the second floor (other than the main stair connecting all levels) are non-compliant for egress width and railing/handrail design.



2. There are several areas in the building in which exit signs are not immediately visible, yet several locations exceed code requirements and/or are redundant. Further investigation is needed by our team to determine what determined the current configuration/installation.





2022-2032 Capital Needs Assessment

Structural Concerns

1. The masonry enclosure wall around the air handling unit at the northeast corner of the building is failing structurally. Water infiltration at the top of and through the wall has led to serious masonry and mortar damage and section loss at the steel lintel supporting the opening for louvers serving the mechanical room. The moisture infiltration has led to out-of-plane movement of the outer wythe of masonry which has led to cracking and potential structural instability of the entire wall. Additionally, cracking is visible below the wall inside the mechanical room below the space. The most probable explanation for the condition is that the in-wall metal ties that bind the inner and outer wythes of brick together are failing due to corrosion, leaving the exterior wythe of brick unsupported. While it may be possible to perform forensic investigation to confirm these findings and explore repairs, we recommend demolition and reconstruction of these walls with new masonry walls with proper ties and moisture mitigation provisions. The lintel above the louvers in the mechanical room should also be replaced as part of this work to ensure future structural integrity of the opening.





Exterior wall - discoloration and movement/out-of-plane masonry visible



Section loss at steel lintel supporting openings over exterior louvers



Cracks in concrete masonry at interior, between exterior louvers pictured above.

2. Several lintels over door openings on the interior of the building are incorrectly located or altogether missing. Original 1977 drawings were examined, and original plans called for steel lintels at these locations, yet none (or any alternate equivalent structures) were observed. Though typical masonry structural “arch” action makes these conditions very unlikely to be of any danger, these openings must be properly supported by steel lintels or masonry bond beams designed by a licensed structural engineer.



Example of unsupported masonry opening at interior door

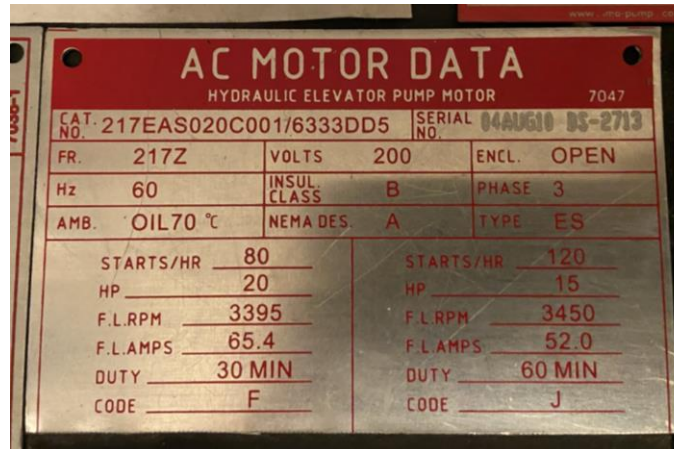


Example of unsupported masonry opening at interior door



2022-2032 Capital Needs Assessment Elevator Concerns

1. The building's elevator is a hydraulic, 3-stop, side-opening unit rated for 3000 lbs. capacity and 100 feet per minute speed. It was originally installed as part of the 1977 addition. The elevator is inspected annually by Citywide Elevator Inspection Service and is under a maintenance agreement with Otis Elevator. Major portions of the elevator system (controls and hydraulic machinery) appear to have been modernized and/or replaced in and around 2011. No operational issues were noted or observed.
2. Though the elevator is sized to meet current ADA requirements, it does not meet current ADA requirements for audible signaling; elevators are required to sound a tone once upon arriving at a level to indicate the elevator is going up and twice to indicate the elevator is going down. The elevator should be retrofitted with an annunciator device by the company performing elevator maintenance to include this functionality. There are other aspects of the existing elevator that are not compliant with current ADA requirements (such as visual signals outside elevators indicating direction of travel), but existing elevators are exempt from these requirements.



Elevator pump motor was manufactured in 2010 and replaced between 2010 and 2011.



A hydraulic silencer was added as part of the modernization in/around 2011.



In-car controls and two-way communication systems comply with current codes.



2022-2032 Capital Needs Assessment

Building Envelope (Exterior) Concerns

1. Though an exterior entrance vestibule was recommended by the previous capital needs assessment and identified as a potential scope item in the 2018 renovation, this work was never completed due to space considerations. Addition of a vestibule would increase thermal comfort in the building lobby and likely would need to occur outside the building footprint, altering the exterior appearance of the building. (Alternatively, an air curtain could be installed inside the entrance doors if overhead space permits)



2. Approximately 15 percent of the existing exterior masonry requires tuckpointing due to weather-related mortar loss.



3. Wood columns on east side of building (original portion of the building) are deteriorating and require replacement with products similar to the recently replaced main entrance columns. Alternatively, they may be sanded, filled, and coated with a high-quality exterior coating.



4. Though the column covers on the south (entrance) side of the building have been recently replaced, the concrete column bases at these locations are cracked and deteriorating.



5. Several exterior window openings require repair or replacement of the exterior window trim and sealant. Though numerous repairs have been made over the years to extend the life of these windows, the long-term solution of replacing exterior wood trim and existing glass panes with aluminum clad window units as has been completed at the north side of the building at two window locations is recommended for all windows.



6. The cupola on the building's roof should be scraped, prepared, and re-painted with a high-quality exterior coating.



7. The building's roof is in excellent condition. The snow sensors for the snow/ice melt system are loose should be secured to the roof. (Library staff report that the system is being tested and the sensors will be secured by the contractor following testing)



8. The attic above the third floor is poorly insulated, though this actually is of benefit to the hot water heating piping installed in this area since it runs through this space. (The newly installed fire sprinkler system is a dry pipe system, so freezing of sprinkler pipes is not a concern)



2022-2032 Capital Needs Assessment **Interior Concerns**

1. Though nearly all interior finishes were recently replaced and are being maintained properly, lighter-colored carpets and LVT materials are starting to show some early signs of wear. LVT outside the administration offices on the second floor is of lower quality and floor preparation imperfections are telegraphing through to the surface.



2. Rubber insert nosings at main stairs are likely not a good long-term solution for a stair with heavy use and will need to be replaced more frequently than if integral stainless steel nosings were installed.



3. The second-floor study rooms do not have key cylinders installed on door hardware. Most libraries install storeroom type (lockable from outside, free egress from inside) locks on study rooms. PRPL is in the process of replacing cylinders.



4. Many finishes require replacement in areas that were not renovated during the 2018 renovation project. These areas include the first and third floor meeting rooms, first floor staff areas, and restrooms in Youth Services.



5. Corner guards and wall protection panels are not present at most high-traffic and high-abuse areas at drywall partitions.



6. Though the door from the main stairwell to the second-floor lobby area is technically code compliant, it is a severe “pinch point” for a high traffic area and should be a wider door to facilitate movement throughout the building. We recommend removal of the existing door and frame and replacement with a new door and frame 8 to 10 inches wider.





2022-2032 Capital Needs Assessment **Mechanical Systems and Infrastructure**

Mechanical Systems Existing Conditions

The existing main building has a central heating plant, but no central cooling plant.

Central Heating Plant

The central heating plant consists of a modular Hydrothermatmospheric gasfired hotwater boiler consisting of 5 boiler sections. It was installed in 2003 when it replaced the original 1958 steam boiler. Each boiler section has an input of 300 MBH and output of 240 MBH. The boilers are controlled by a Tekmar boiler control panel.

Hotwater supply & return piping distributes hotwater to air handling unit coils, finned tube radiation, cabinet unit heaters, suspended unit heaters, and duct mounted hotwater coils. The hotwater piping is original to the areas of the building it serves, 45 - 63 years old. There is no chemical pot feeder or sidestream filter installed. The system has had no chemical treatment for at least 10 years.

AHU-1 System - Serves First Floor Childrens Services Room

The AHU-1 system consists of a York constant volume air handling unit with hot water coil and DX cooling coil with York remote air cooled condensing unit utilizing R410a refrigerant with nominal 15 tons of cooling capacity. The air handling unit and condensing unit are approximately 11 years old. The system return/exhaust fan is the original Trane inline fan installed in 1976 with a new motor, but it still has its original shaft & bearings. Air is supplied to the space from a soffit on the interior wall and return air is collected at the perimeter of the space at the floor and returned to the unit through an underground duct made of asbestos containing transite.

AHU-2 System - Serves Original 1958 Building

The AHU-2 system consists of a York multizone air handling unit with hot water coil and DX cooling coil with York remote air cooled condensing unit utilizing banned R22 refrigerant with nominal 50 tons of cooling capacity. The air handling unit and condensing unit are 18 years old. The system return/exhaust fan is the original Trane SWSI fan installed in 1958 which has had no work done to it. There are 5 zone ducts, and therefore 5 zones of control for the system with some zones mixing perimeter and interior rooms on a common zone duct. In 1976, a hot water reheat coil was added to one zone duct serving a perimeter room to correct obvious temperature control issues. Another zone duct combines the Non-Fiction Room with lots of perimeter glass with the 2nd floor Reference Workroom which is largely an interior space.

AHU-3 System - Serves 1976 Addition

The AHU-3 system consists of a York constant volume air handling unit with DX cooling coil with York remote air cooled condensing unit utilizing banned R22 refrigerant with nominal cooling capacity of 50 tons. The air handling unit and condensing unit are 18 years old. The system return/exhaust fan is the original Trane inline fan installed in 1976. There is no hot water coil in the air handling unit and all heating and zone temperature control is provided by duct mounted hot water reheat coils. This system is called a constant volume reheat system and is very energy inefficient. We understand that the hot water system is not operated in the summer - without it being in operation, the entire system becomes a single temperature zone that serves both interior and perimeter spaces with differing temperature control needs.

Exhaust Fan

The roof mounted toilet exhaust fan was installed in 1976. It is in poor condition and at the end of its useful life.

Miscellaneous Heating Elements

Cabinet unit heaters, suspended unit heaters, convectors, and finned tube radiation is original to the area of the building they serve and at or near the end of their useful life.

Temperature Controls

The HVAC system is served by a combination of pneumatic and electronic controls. There is a duplex temperature control air compressor located in the boiler room that appears to be original to the 1976 renovation. The compressor runs almost constantly indicating leaks are present in the pneumatic piping system. The boilers are controlled by a Tekmar 258 controller that is 18 years old. The air handling units are controlled by a Building Automation System consisting of Honeywell Spyder Direct Digital Controls (DDC). The air handling units utilize a mixture of electronic and pneumatic actuation for dampers and valves. The remainder of the building HVAC system elements including duct mounted reheat coils and miscellaneous heating elements appear to be controlled by antiquated pneumatic controls.

Attic Ventilation

Above the 3rd floor is a ventilated attic with louvered cupola and insulation at the floor of the attic. The insulation was minimal when installed and has deteriorated and been moved in places. It currently provides little thermal barrier and no vapor barrier between the exterior and the occupied spaces. While not a good thing for energy use, it is a good thing because there is hot water heating piping installed in the attic which would likely freeze if the insulation and vapor barrier at the floor of the attic met current energy codes.

Mechanical Systems Revision Recommendations

Central Heating Plant

The modular Hydrotherm gas fired hot water boiler is not particularly efficient since it is atmospheric, but appears to be in fair condition and shouldn't need to be replaced for approximately 2-5 years. When it is replaced, it should be replaced with a high efficiency condensing hot water boiler system.

Hot water supply & return piping is original to the areas of the building it serves, now 45-63 years old. It has had no chemical treatment for at least 10 years. This may, or may not, be a problem depending on how much fresh replacement water has been added to the system since it was last chemically treated. We recommend that a chemical pot feeder and sidestream filter be installed on the system. Then, a yearly contract for chemical treatment should be entered into with a qualified chemical treatment company. The piping should be evaluated for condition by visual inspection.

AHU-1 System - Serves First Floor Childrens Services Room

The York constant volume air handling unit with hot water coil and DX cooling coil with York remote air cooled condensing unit are approximately 11 years old and in good condition. The air handling unit shouldn't need to be replaced for another 20-25 years. The condensing unit should be scheduled for replacement in the next 10 years. The system return/exhaust fan is the original Trane inline fan installed in 1976, now 45 years old. It should be considered for replacement in the next 5-10 years. Alternatively, it has had a recent motor replacement and could be refurbished with new fan shaft and bearings. Return air ductwork is underground and suspected to be asbestos containing transite. The system is not conducive to dividing the room into spaces that would need separate temperature control, however if there are no such plans, the system can continue to serve the space in its current configuration. We recommend that the underground ductwork be inspected to make sure water is not entering the ductwork.

AHU-2 System - Serves Original 1958 Building

The multizone air handling unit with hot water coil and DX cooling coil with York remote air-cooled condensing unit are now 18 years old. The air handling shouldn't need replacing for another 15-20 years. The condensing unit is 18 years old and utilizes R22 refrigerant. The condensing unit, DX cooling coil, and refrigerant piping should be scheduled for replacement in the next 2-5 years. The system return/exhaust fan is now 63 years old. It should be considered for replacement in the next 5-10 years.

Alternatively, it could be refurbished with new fan shaft, bearings, and motor. Being a constant volume multizone unit, the system is inherently inefficient, and the limited number of zones causes challenges when changing room layouts, as previously noted, which has resulted in mixing perimeter and interior spaces on the same zone duct. Consideration should be given to changing the system to a Variable Air Volume (VAV) system by adding VAV boxes with hot water reheat coils to avoid these temperature control issues and provide flexibility for future space renovations.

AHU-3 System - Serves 1976 Addition

The AHU-3 constant volume air handling unit with DX cooling coil with York remote air-cooled condensing unit are now 18 years old. The air handling shouldn't need replacing for another 15-20 years. The condensing unit is 18 years old and utilizes R22 refrigerant. The condensing unit, DX cooling coil, and refrigerant piping should be scheduled for replacement in the next 2-5 years. The system return/exhaust fan is now 45 years old. It should be

considered for replacement in the next 5-10 years. Alternatively, it could be refurbished with new fan shaft, bearings, and motor. The constant volume reheat system is very energy inefficient and since the hot water system is not operated in the summer, the entire system becomes a single temperature zone that serves both interior and perimeter spaces with differing temperature control needs. Consideration should be given to changing the system to a Variable Air Volume (VAV) system by adding VAV boxes with hot water reheat coils to avoid these temperature control issues and provide flexibility for future space renovations.

Exhaust Fan

The toilet exhaust fan is 45 years old, at the end of its useful life, and should be scheduled for replacement in the next 2-5 years.

Miscellaneous Heating Elements

With the exception of the recent replacement of the cabinet unit heater in the lobby, the cabinet unit heaters, suspended unit heaters, convectors, and finned tube radiation is original to the area of the building they serve and at or near the end of their useful life. These items should be replaced when the areas they serve are remodeled.

Temperature Controls

The temperature control air compressor and associated pneumatic controls are well beyond their useful life and unable to properly control the HVAC system. All remaining pneumatic controls should be removed and the Honeywell Spyder Building Automation System shall be extended to the existing HVAC system equipment still currently controlled pneumatically. This work should be done within the next 2-5 years, or as items of equipment are replaced if within that timeframe.

Attic Ventilation

The ventilated attic above the 3rd floor is poorly insulated at the floor of the attic. This results in wasting a lot of energy, but also in protecting the hot water heating piping installed there from freezing. To correct this situation, there are 2 options. One would be to provide new insulation at the attic floor to meet current energy codes and relocate all hot water piping to be below the attic. The other would be to remove all insulation at the attic floor, provide new insulation at the roof, and close up the cupola louvers so that the attic becomes "above ceiling" space instead of a ventilated attic.



2022-2032 Capital Needs Assessment **Electrical Systems and Infrastructure**

Existing Conditions

Electrical Service

The building is served by pad mounted utility transformer northwest side of the building. The main switchboard is a 1600A, 208/120, 3 phase, 4 wire. The switchboard was installed during the 1976 addition and was rebuilt in 2021 with all new interior bus work and breakers. During this rebuild a main breaker was added to the switch board to allow a single point shut down. In addition to the main services there is a limited size, 100A, 208/120V, 3 phase, 4 wire service to serve a fire pump that was installed in 2021. Both services are in excellent condition.

Electrical Power Distribution

Lighting and receptacle panels are in good condition. All panels within the building are modern and new breakers are available for expansion. Recent renovations included rebuilding all panelboards that were original to the building or the 1976 addition.

Lighting

Lighting within the building has been renovated over the recent years with the majority now consisting of LED light sources. There are some fluorescent fixtures in the building, but these are primarily limited to the first floor meeting room. These fixtures are served by a Lutron Dimming System designed for fluorescent and incandescent loads. This system was recently reprogrammed and modified when some of the lights in the space were converted to LED. This system continues to be supported by the manufacturer but in time may become legacy equipment. In addition there are some incandescent light fixtures in service spaces. Occupancy based controls are located in locations as required by code.

Emergency lighting and exit signs are located throughout the building. These lights are equipped with unit batteries installed within the fixtures. Exit signs are located at both high and low locations as required by local Code amendments.

Fire Alarm System

The existing fire alarm system is a Notifier NFS-320 addressable fire alarm system. Both audio and visual notification devices are located throughout the building. Devices have been recently upgraded and synchronized. Spot type detection is limited and are in areas required by code or additional areas for early detection. The fire alarm system also monitors the fire protection system.

Electrical Revision Recommendations

1. Upgrade illumination levels in locations required by City inspectors.
2. Replace the remaining fluorescent and incandescent lighting devices with new LED lighting devices.
3. Budget for future replacement of the meeting room Lutron dimming system.
4. Maintain a monthly maintenance log for battery backed exit signs and emergency lights. Replace lights on as needed basis.



2022-2032 Capital Needs Assessment **Plumbing Systems and Infrastructure**

Existing Conditions

Water Service

The building water service consists of a 6" water main entering the building in the lower level boiler room. This water main serves both a 3" domestic water service and a 6" fire protection sprinkler service. The domestic water service has a 2" water meter and a 3" cold main is routed to the adjacent mechanical room where a 3" Reduced Pressure Zone backflow preventer, Zurn/Wilkins model 375A, is provided to protect the water supply. The domestic water system is also served by a Hyfab MVP-630-208 duplex variable speed pressure booster system to supply required pressure all fixtures in the building. The booster system is rated at 87 GPM, 20 psi (46ft) boost, 3HP with 4" header. The water main and associated water service, backflow preventer and booster system were all installed as part of the summer of 2021 renovation work. There is also an irrigation system with RPZ backflow preventer located in the mechanical room with an irrigation line exiting the building on the northeast wall.

Domestic Water Distribution Piping

The domestic water piping is copper piping throughout the building. All mains have been replaced with copper piping and the cold water main was recently resized and enlarged in size to be code compliant.

All original galvanized piping has appeared to be replaced with copper piping including all water supply within walls and plumbing chases.

Domestic Water Heaters

There is a single water heater serving the building. The domestic water heater was replaced as part of the summer of 2021 renovation work. The water heater is located in the lower level mechanical room. This water heater is an electric commercial type, Lochinvar model ETT080KD, 80 gallon, 4.5KW, SN. 2103122764128. The water heater is complete with an expansion tank and an all bronze in-line recirc pump system.

Plumbing Fixtures

Public toilet room plumbing fixtures are commercial quality fixtures in good condition. Water closets and urinals are wall hung china fixtures with manual lever type flush valves. Lavatories are individual wall mounted and have manual quarter turn type faucets. All lavatories have thermostatic mixing valve to limit the water temperature to 110 degrees. There are various electric water coolers with bottle fillers throughout the building, all in good condition. Service sinks or mop sinks have wall mounted faucets complete with integral vacuum breakers.

Submersible Pump Systems

There is a duplex pump system in the lower level boiler room serving drain tile at the footings. Each pump is a small submersible pump with 2" discharge piping. Capacity of each pump is unknown and pumps appear to be original equipment. Pumps are served by a plug-in mechanical alternator.

Revision Recommendations

- Although submersible pumps appear to have remaining service life, replacement is recommended as soon as possible as the parking lot project currently under construction is introducing new permeable pavement that could increase water drainage and runoff into subgrade conditions around the library building. Replace submersible pumps with higher-capacity units and clean out adjacent settling basin and pump basin. Jet wash and inspect associated drain tile piping via sewer camera to verify piping is in good working order.
- Retrofit all flush valves and lavatory faucets with battery powered sensor operated devices for hands-free operation.
- Re-establish service sink connection in boiler room. Cut and patch floor to make sanitary connection.



Park Ridge Public Library

2022-2032 Capital Needs Assessment

Fire Protection Systems and Infrastructure

Existing Conditions

The entire building is protected by a very recently installed automatic sprinkler system per NFPA-13 guidelines. The system consists of a 6" service with an 6" Reduced Pressure Zone Detector backflow preventer and an in-line fire pump located in the lower level boiler room. The fire pump is rated at 500 GPM, 65 psi boost, 30 HP. The attic and upper level ceiling with pendant heads are served by a dry system with the dry pipe valve located in the 3rd floor mechanical room. The dry pipe system also includes a nitrogen generator for system longevity. The fire department connection is a Siamese type and it is located on the east wall near the main entrance.

Revision Recommendations

None.

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2022-2032 Capital Needs Assessment Capital Cost Estimates and Prioritization

Following our assessment visits and discussion of findings with Library Staff, our team prepared preliminary estimates of cost for the items identified within this report and identified the ideal prioritization of these items over the next ten years. To accurately represent the probable costs of these projects, factors for constructor general conditions, overhead, and profit, professional services (architecture and engineering), design and construction contingencies, and - for future projects - escalation have been incorporated into these estimates.

The Williams Team worked with Library administration to develop a prioritized strategy for addressing the items identified within this Assessment that best aligns with likely available funding. In general, the recommended near-term projects address urgent structural concerns matters of accessibility, and items agreed-upon with the City of Park Ridge to be addressed, while later projects address systems infrastructure and less urgent building envelope concerns that will require attention within the next decade.

A summary of probable costs over the next ten years is indicated below:

		2022	2023	2024	2025	2026	2027-2029	2030-2032
	Base Construction Trade Costs	\$215,500.00	\$280,400.00	\$326,300.00	\$373,800.00	\$383,800.00	\$664,900.00	\$787,400.00
	Constructor General Conditions, Overhead, & Profit - 18%	\$38,790.00	\$50,472.00	\$58,734.00	\$67,284.00	\$69,084.00	\$119,682.00	\$141,732.00
	Design Contingency - 10%	\$21,550.00	\$28,040.00	\$32,630.00	\$37,380.00	\$38,380.00	\$66,490.00	\$78,740.00
	Construction Contingency - 10%	\$21,550.00	\$28,040.00	\$32,630.00	\$37,380.00	\$38,380.00	\$66,490.00	\$78,740.00
	Subtotal - Unescalated Construction Costs	\$297,390.00	\$386,952.00	\$450,294.00	\$515,844.00	\$529,644.00	\$917,562.00	\$1,086,612.00
	Escalation - 1 Year @ 5 %		\$19,347.60					
	Escalation - 2 Years @ 5%			\$46,155.14				
	Escalation - 3 Years @ 5%				\$81,309.91			
	Escalation - 4 Years @ 5%					\$114,141.59		
	Escalation - 5.5 Years @ 5%						\$282,425.06	
	Escalation - 8.5 Years @ 5%							\$471,573.02
	Subtotal - Construction Costs With Future Escalation	\$297,390.00	\$406,299.60	\$496,449.14	\$597,153.91	\$643,785.59	\$1,199,987.06	\$1,558,185.02
	Architectural / Engineering Services Estimate (Based On Escalated Cost)	\$32,712.90	\$44,692.96	\$39,715.93	\$47,772.31	\$51,502.85	\$107,998.84	\$148,027.58
	Total Project Budget	\$330,102.90	\$450,992.56	\$536,165.07	\$644,926.22	\$695,288.44	\$1,307,985.90	\$1,706,212.60

Please refer to the following pages for additional information and detail.

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Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
Accessibility	ACC											
Accessibility	ACC-1	Entrance door actuator is difficult to locate and requires touch to operate	Relocate actuator and provide new touch-free "wave" hardwired actuators	\$ 5,000.00								Already in process - confirm pricing with quotes received by Library
Accessibility	ACC-2	Ramp to meeting room is nearly twice allowable slope and is noncompliant with current codes.	Relocate doors to meeting room and construct new accessible ramp		\$ 85,000.00	*						Cost assumes painted metal railings and cost of removing and relocating doors. Glass or stainless steel railing systems will be 25-50% more expensive. Consider pursuing ISL L&L Accessibility Grant for this project.
Accessibility	ACC-3	Children's department single-user restrooms are not fully accessible.	Renovate existing restrooms with new fixtures and finishes.		\$ 60,000.00	*						Consider pursuing ISL L&L Accessibility Grant for this project. Door frames need to be replaced and doors widened.
Accessibility	ACC-4	Door hardware in staff areas is not ADA compliant	Replace knob hardware with matching lever handle hardware.		\$ 3,000.00	*						Consider pursuing ISL L&L Accessibility Grant for this project.
Accessibility	ACC-5	Some recently renovated public restrooms are not ADA compliant.	Consider adding additional single-user accessible restrooms in facility as part of a future renovation project. This will likely be more cost-effective than modifying existing restrooms.								\$ 150,000.00	This project may not be necessary if spaces are not renovated or altered to meet future yet-unknown needs.
Accessibility	ACC-6	Most room identification signage in the building is not ADA compliant or incorrectly placed.	Install new compliant signage.	\$ 16,000.00								Already in process with per capita grant funding
Accessibility	ACC-7	Several fire extinguisher cabinets are not at accessible height.	Provide new cabinets at accessible height - abandon and patch over existing cabinets		\$ 5,000.00	*						Consider pursuing ISL L&L Accessibility Grant for this project.



Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
Structural	ST											
Structural	ST-1	Five interior door openings are unsupported with lintels or bond beams.	Provide new lintels or bond beams to structurally span openings.	\$ 35,000.00								Confirm whether steel lintels or masonry bond beams are best solution with structural engineer
Structural	ST-2	Exterior screen wall at air handling unit is severely damaged from water infiltration.	Demolish walls to concrete deck level. Provide new lintel spanning air intakes to replace existing. Construct new masonry walls (+/-400 SF)	\$ 105,000.00								Assumes inside wythe would be concrete block instead of brick for cost savings - not visible except from inside of building.
Structural	ST-3	Cracks visible in concrete block in mechanical room below above noted damaged walls.	Repair concrete block cracks concurrent with surrounding lintel replacement	\$ 5,000.00								
Elevator	EV											
Elevator	EV-1	Elevator does not have audible signals as required by ADAAG to indicate direction of travel.	Update/modernize elevator to include audible signal functionality. Cost provided by Otis Elevator.		\$ 5,500.00	*						
Elevator	EV-2		Annually inspect elevator as required by codes and continuing maintenance agreement.	\$ 7,000.00	\$ 7,000.00		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 21,000.00	\$ 21,000.00	



Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
Building Envelope	BE											
Building Envelope	BE-1	Lack of exterior vestibule creates drafts and thermal discomfort at entrance.	Construct new vestibule at building exterior. Vestibule will need to be architecturally compatible with existing building.								\$ 175,000.00	An alternative to a vestibule for thermal comfort would be an air curtain over the entrance doors (budget \$10,000-\$15,000)
Building Envelope	BE-2	Some mortar loss in masonry walls around entire building	15% tuckpointing of all brick walls (approx. 10,000 SF total)							\$ 37,500.00		Assumes 1,500 SF of tuckpointing work total
Building Envelope	BE-3	Wood columns on east (original portion) side of building require repair	Prepare, seal, fill, and re-paint existing columns with 15-year warranted products.		\$ 20,000.00							
Building Envelope	BE-4	Concrete bases at entrance columns are cracked and deteriorated.	Repair and resurface with salt-tolerant repair mortar/coatings.		\$ 5,000.00							
Building Envelope	BE-5	Original cupola has peeling paint and minor wood rot.	Repair wood and re-paint existing with 15-year warranted products.		\$ 5,000.00							
Building Envelope	BE-6	Lower level windows at/near entrance have severely damaged trim and weathered caulk.	Remove all exterior trim. Replace windows with aluminum clad wood windows similar to northeast corner of building.		\$ 44,100.00							7 windows at 42 SF each
Building Envelope	BE-7	Remainder of windows (other than 2 recently replaced clad units) have damaged trim and caulk.	Remove all exterior trim. Replace windows with aluminum clad wood windows similar to northeast corner of building.								\$ 255,000.00	Upper floor windows = 1900 SF, lower floor windows = 324 SF
Building Envelope	BE-8	Existing attic is poorly insulated.	Re-insulate attic with foamed-in-place insulation between rafters to create conditioned attic space to protect piping.							\$ 216,000.00		Approximately 12,000 SF of surface area
Building Envelope	BE-9	Annual roofing inspection	Have roof professionally inspected every year as required to maintain warranty.	\$ 1,500.00	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 4,500.00	\$ 4,500.00	Budget \$1500 per year
Building Envelope	BE-10	Maintenance - paint building exterior every ten years	Repaint exposed exterior elements that are not prefinished (ie soffits, columns, misc. wood elements)								\$ 45,000.00	



Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
Interior Construction	IC											
Interior Construction	IC-1	LVT flooring already showing signs of wear at high traffic areas.	Remove and replace with higher grade LVT or ceramic tile				\$ 12,000.00					
Interior Construction	IC-2	Rubber faced nosings at main stair likely to become damaged with heavy use.	Replace with stainless steel stair nosings.				\$ 5,000.00					
Interior Construction	IC-3	Areas not renovated in 2018 project require finish replacement.	Renovate areas not addressed in 2018 project, including meeting room and not-yet-addressed staff areas							\$ 200,000.00		1st floor and 3rd floor meeting rooms, staff areas on lower level (IT & Facilities)
Interior Construction	IC-4	Wall and corner protection missing at several drywall walls and corners in high-traffic areas.	Provide and install wall and corner protection throughout the building.							\$ 20,000.00		
Interior Construction	IC-5	Maintenance - paint high traffic interior areas every five to ten years	Paint GWB walls in high traffic areas every 5 years; other wall types every 10 years							\$ 35,000.00	\$ 70,000.00	
Life Safety	LS											
Life Safety	LS-1	Though approved by City inspectors, several areas appear to be unserved by illuminated exit signs.	Add exit signs in second floor adult areas to improve safety.				\$ 5,000.00					
Life Safety	LS-2	Door from main stairway to second floor is code compliant but a "pinch point" given amount of traffic.	Remove existing door, frame, and hardware and provide new 42" wide door, frame, and fire exit hardware. Relocate floor-level exit sign.				\$ 10,000.00					



Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
HVAC	HV											
HVAC	HV.1	Hydrotherm boiler is near the end of its useful life.	Replace boiler with (2) high efficiency condensing boilers.				\$180,000					Possible to defer this one or two years further if functioning as intended, but will not realize energy efficiency benefits of new boilers if deferred.
HVAC	HV.2	No hot water heating system pot feeder for chemical treatment or side stream filter for cleaning the system exists.	Provide chemical treatment pot feeder and side stream filter.				\$8,000					Assumed to be installed concurrently with new boilers.
HVAC	HV.3	Chemical treatment of closed hot water heating system has not been done in more than 10 years.	Provide chemical treatment of system and engage in yearly contract with chemical treatment company for ongoing monitoring and maintenance of chemical treatment.		\$5,000		\$5,000	\$5,000	\$5,000	\$15,000	\$15,000	
HVAC	HV.4	Piping is 45 years old and not been chemically treated for at least 10 years.	Remove section of existing piping to visually inspect its condition.		\$2,000							
HVAC	HV.5	AHU-1 system air cooled condensing unit is 11 years old.	Schedule replacement of air cooled condensing unit in the next 10 years.							\$50,000		
HVAC	HV.6A	AHU-1 system return fan is 45 years old.	Replace exhaust fan with new fan.					\$20,000				Choose either HV.6A or HV.6B (option A included in totals below)
HVAC	HV.6B	AHU-1 system return fan is 45 years old.	Refurbish existing fan with new fan shaft and bearings.					\$10,000				Choose either HV.6A or HV.6B (option A included in totals below)
HVAC	HV.7	AHU-1 underground ductwork is suspected to be asbestos containing transite and subject to water entry.	Utilize camera to inspect condition of underground ductwork.		\$2,000							
HVAC	HV.8	AHU-2 system air cooled condensing unit is 18 years old and utilizes banned R22 refrigerant.	Schedule replacement of air cooled condensing unit, refrigeration piping, and DX cooling coil in air handling unit in the next 2-5 years.					\$130,000				
HVAC	HV.9A	AHU-2 system return fan is 63 years old.	Replace exhaust fan with new fan.					\$55,000				Choose either HV.9A or HV.9B (option A included in totals below)
HVAC	HV.9B	AHU-2 system return fan is 63 years old.	Refurbish existing fan with new motor, fan shaft, and bearings.					\$15,000				Choose either HV.9A or HV.9B (option A included in totals below)
HVAC	HV.10	AHU-2 system is an inefficient multizone with only 5 zones of control.	Convert AHU-2 system to a Variable Volume System to provide better temperature control and future flexibility for floor plan changes. Provide variable frequency drives for supply and return fans.					\$105,000				



Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
HVAC	HV.11	AHU-3 system air cooled condensing unit is 18 years old and utilizes banned R22 refrigerant.	Schedule replacement of air cooled condensing unit, refrigeration piping, and DX cooling coil in air handling unit in the next 2-5 years.						\$140,000			
HVAC	HV.12A	AHU-3 system return fan is 45 years old.	Replace exhaust fan with new fan.						\$55,000			Choose either HV.12A or HV.12B (option A included in totals below)
HVAC	HV.12B	AHU-3 system return fan is 45 years old.	Refurbish existing fan with new motor, fan shaft, and bearings.						\$15,000			Choose either HV.12A or HV.12B (option A included in totals below)
HVAC	HV.13	AHU-3 system is an inefficient constant volume reheat system which becomes a single zone when boiler is off during the summer.	Convert AHU-3 system to a Variable Volume System by replacing all duct mounted reheat coils with VAV boxes with reheat coils to provide better temperature control and future flexibility for floor plan changes. Provide variable frequency drives for supply and return fans.						\$175,000			
HVAC	HV.14	Toilet exhaust fan on roof is 45 years old.	Schedule replacement of exhaust fan in the next 2-5 years.				\$7,500					
HVAC	HV.15	Pneumatic temperature control system is leaking, antiquated, and unable to properly control HVAC system equipment.	Remove all pneumatic controls and extend existing Honeywell Spyder Building Automation System consisting of Direct Digital Controls to all HVAC equipment.				\$125,000					
HVAC	HV.16	Ventilated attic is poorly insulated at floor of attic which allows heat to escape from building, but also allows for hot water system piping to be kept from freezing.	Option 1: Properly insulate floor of attic and move piping to below attic floor or protect from freezing by insulating over the piping. Option 2: Remove insulation from floor of attic and provide insulation at roof, turning attic into "above ceiling space".									See BE-8 above for Option 2 estimated costs
HVAC	HV.17	Ducts require periodic cleaning.	Professionally clean ductwork on a regular basis.	\$25,000				\$25,000		\$25,000	\$25,000	Schedule every three years; 2022, 2025, 2028, 2031



Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
Electrical	E											
Electrical	E.1	Some lighting is currently only controlled by breaker panels with no switching	Move lighting currently controlled by breaker panels onto switches or lighting control system		\$15,000							
Electrical	E.2	Lighting levels in various areas below levels recommended by code	Replace and/or supplement fixtures to achieve recommended illumination levels.		\$15,000							
Electrical	E.3	Limited areas of existing interior lighting are fluorescent or incandescent.	Replace remaining fluorescent and incandescent fixtures.							\$25,000		
Electrical	E.4	Aging Lutron Dimming system	Update system to modern system at end of system life.							\$15,000		
Electrical	E.5	Monthly maintenance of existing battery powered fixtures	Monthly maintenance with inhouse staff and replace fixtures on as needed basis.		\$300		\$300	\$300	\$300	\$900	\$900	Replace on as needed basis. Cost is for one unit.
Plumbing	P											
Plumbing Equipment	P.1	Submersible pumps are near the end of its life cycle.	Replace pumps.	\$6,000								While pumps have some life expectancy left, this item moved to 2022 due to unknown effect of new permeable paver parking lot adjacent to building. It may be advisable to purchase higher quality/capacity pumps to account for unknown effects of subsurface drainage.
Plumbing Equipment	P.2	All public toilet room plumbing fixtures are manual operated.	Retrofit plumbing fixtures with hand free sensor operated devices.								\$26,000	Most fixtures in building are new; this is suggested for water efficiency and "touchless" considerations. Can be replaced at end of life/beyond this 10 year period if otherwise functioning well.
Plumbing Equipment	P.3	Service sink in maintenance area has been removed.	Re-establish fixture.	\$10,000								Bid already received for work to be completed this year
Fire Protection	FP											
Fire Protection		No work required within next ten years (other than annual inspections)										

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Category	Item No.	Condition	Recommendation	Priority/Suggested Timeline of Work								Notes/Comments
				2022	2023	*	2024	2025	2026	2027-2029	2030-2032	
SUMMARY OF COSTS												
				2022	2023		2024	2025	2026	2027-2029	2030-2032	
			Base Construction Trade Costs	\$215,500.00	\$280,400.00		\$326,300.00	\$373,800.00	\$383,800.00	\$664,900.00	\$787,400.00	
			Constructor General Conditions, Overhead, & Profit - 18%	\$38,790.00	\$50,472.00		\$58,734.00	\$67,284.00	\$69,084.00	\$119,682.00	\$141,732.00	
			Design Contingency - 10%	\$21,550.00	\$28,040.00		\$32,630.00	\$37,380.00	\$38,380.00	\$66,490.00	\$78,740.00	
			Construction Contingency - 10%	\$21,550.00	\$28,040.00		\$32,630.00	\$37,380.00	\$38,380.00	\$66,490.00	\$78,740.00	
			Subtotal - Unescalated Construction Costs	\$297,390.00	\$386,952.00		\$450,294.00	\$515,844.00	\$529,644.00	\$917,562.00	\$1,086,612.00	
			Escalation - 1 Year @ 5 %		\$19,347.60							
			Escalation - 2 Years @ 5%				\$46,155.14					
			Escalation - 3 Years @ 5%					\$81,309.91				
			Escalation - 4 Years @ 5%						\$114,141.59			
			Escalation - 5.5 Years @ 5%							\$282,425.06		
			Escalation - 8.5 Years @ 5%								\$471,573.02	
			Subtotal - Construction Costs With Future Escalation	\$297,390.00	\$406,299.60		\$496,449.14	\$597,153.91	\$643,785.59	\$1,199,987.06	\$1,558,185.02	
			Architectural / Engineering Services Estimate (Based On Escalated Cost)	\$32,712.90	\$44,692.96		\$39,715.93	\$47,772.31	\$51,502.85	\$107,998.84	\$148,027.58	
			Total Project Budget	\$330,102.90	\$450,992.56		\$536,165.07	\$644,926.22	\$695,288.44	\$1,307,985.90	\$1,706,212.60	

NOTES AND QUALIFICATIONS:

1) Costs represent industry expected construction costs based on similar projects as of October 2021. These costs should not be construed as a guarantee or warranty of costs as as increases in material and labor costs may occur between now and the time of bidding that are beyond the Architect's control. Projects budgeted for beyond 2022 have escalation factors applied to the entire total as indicated above.

2) Costs of hazardous materials discovery, testing, and remediation are not included except where expressly indicated.

3) Costs assume general contractor bidding for each "phase" of projects. Construction management fees are not included, but many CM costs are captured within constructor general conditions, overhead, and profit. These costs generally decrease as a percentage of base construction trade costs as project scope and dollar value is increased.

4) Escalation factors are applied as a future value of money calculation at 5% annually to the Subtotal of Unescalated Construction Costs for the number of years indicated above. Architecture/engineering services are expressed as a percentage of escalated construction costs, as the services will be contracted in the future.

5) Items indicated with an asterisk (*) in orange for 2023 indicate accessibility projects that may be deferred to 2024 if needed. These items total \$158,000; if these items are deferred to 2024, add \$8,000 to budget for annual escalation.

6) A \$50,000 Illinois State Library Live and Learn Accessibility grant is available to help offset the costs of accessibility-related items. The grant amount is not included in the budgets above.





January 23, 2023

Ms. Natalie Starosta, Director
North Riverside Public Library District
2400 S. Des Plaines Ave.
North Riverside, IL 60546

Re: Building Review

Dear Natalie,

Per our conversation, we are pleased to offer the following scope of work to provide a report on which you can plan and prepare for upcoming maintenance and improvements to this facility as well as help evaluate the long-term costs. The scope of work includes the following.

1. Review existing documents and discuss current concerns / questions with stake holders.
2. Visually review the facility in the following main areas for existing conditions and anticipate, based on professional experience, the potential needs for maintenance or improvement over the next 10 years.
 - a. Civil and Site Work - Asphalt and Concrete Paving
 - b. Foundation and Structure – visual review only
 - c. Exterior Envelope
 - d. Roofing
 - e. Interior Finishes
 - f. Elevator
 - g. HVAC
 - h. Plumbing
 - i. Fire Suppression Sprinklers
 - j. Electrical
3. Prepare a written report with details of findings, recommendations, and an executive summary with a spreadsheet of potential costs to be anticipated over the next 10 years. The report will also seek to identify potential modifications that could provide value to the Library (such as energy savings) that would be beyond maintenance.
4. Our team of professionals includes: 2010 Engineering Group, Weatherguard Roofing, Colley Elevators, and the SMC team.



5. We have excluded bringing in a structural engineer for a review as no structural issues are anticipated. If such items are encountered through our review, we will bring them to your attention and we can discuss a prudent path to address the issue.
6. Total cost \$8,800

We have also included a 10-year Reserve Funding Plan for the library to use in preparing for the upcoming anticipated maintenance expenses which would include a year-over-year anticipated cash flow spreadsheet.

Although the goal of the review and report is to anticipate issues and costs relative to future building maintenance, predicting the future is not an exact science. Our team will endeavor to provide the Library insight and relative costs for planning purposes based on our collective knowledge and experience.

Not included in the proposal is any testing or invasive investigation. If the need arises for such, we will propose additional costs with an explanation of the need for Library approval before proceeding. Secondly, we are not anticipating having to develop any new drawings and therefore have not included any in our pricing. Thirdly, this report is not anticipated to advise on the means and methods of the items identified for maintenance or construction. If such a need arises, this will be discussed as an additional service. Finally, this scope of services does not include asbestos, lead, or other toxic substance investigation or testing. This can be handled as an additional service to this agreement or contracted separately with another vendor.

The Library will need to make stake holders available for interviews, spaces available for review, and drawings / documents available for inspection and reproduction.

Please review this information and let me know if you have any questions or comments. Certainly, if the scope of services needs to be modified, please let us know. We thank you for the opportunity to provide this proposal to you and look forward to serving the Library going forward.

Thank You,

A handwritten signature in blue ink, appearing to read 'J. Shales'.

John M. Shales



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Facility Assessment: Frankfort Public Library District

Frankfort Public Library

Issued: 3/17/2023 - Complete



PURPOSE

Frankfort Public Library District has identified the need to evaluate their existing facility. Assessing the current building conditions and the potential life expectancy for the various components of the facilities will be vital in capital planning and budgeting. This process will identify likely replacement costs for those components reaching the end of their useful performance life within the next 15 to 30 years. The scope of this study is to identify those building systems or components that can be deferred, maintained or those that require more immediate attention using current available funds.

Conditions change with time, and this evaluation, along with the funds allocated to cover the associated expenses should be reviewed and revised periodically as the Municipality needs evolve. Unanticipated expenses can develop for a number of reasons including accelerated use or changes in use patterns, accident, or deferred general maintenance. Such reviews should include updating baseline costs and dates for the components or assemblies identified in this study.

Costs are calculated at 2023 levels and escalated at the following presumed annual rate of inflation:

3.80% Annual Rate of Inflation

Frankfort Public Library 28075 SF

NOTES

Evaluation of building conditions focused on the elements likely to be included in a capital budget. The items listed would be expected to require replacement or renovation over time. Equipment, materials, or assemblies and their associated tasks that are nominal in cost or are "life of the building" components are not included. This is therefore not a comprehensive building component inventory. For each repair or replacement expense that is listed, it is expected that some attention shall be needed in the foreseeable future. Each item is noted as required, recommended or discretionary. Items that are required are more serious in nature and should be considered as a priority. All items are provided with estimates which are based on available information from project bids and the use of the construction industry cost reference handbook. These costs do not include professional fees.

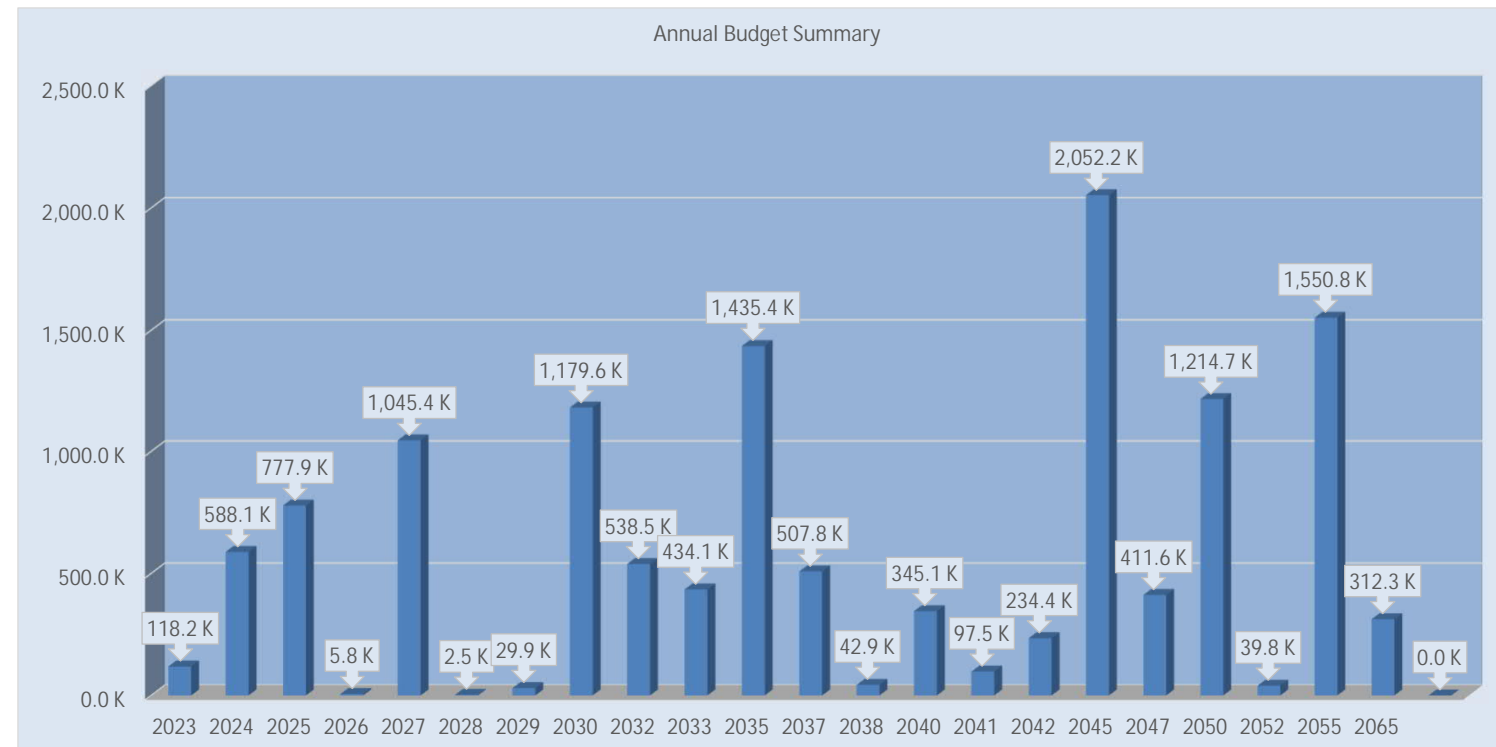
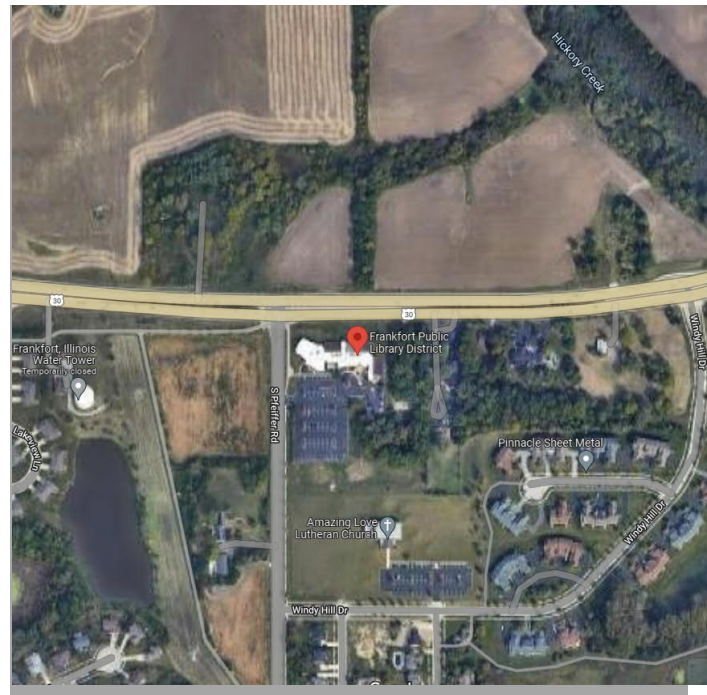
This report summarizes the costs as follows:

Cost by Category

- Summary of cost by category and year
- Breakdown of each category to show the annual cost by component for that category.

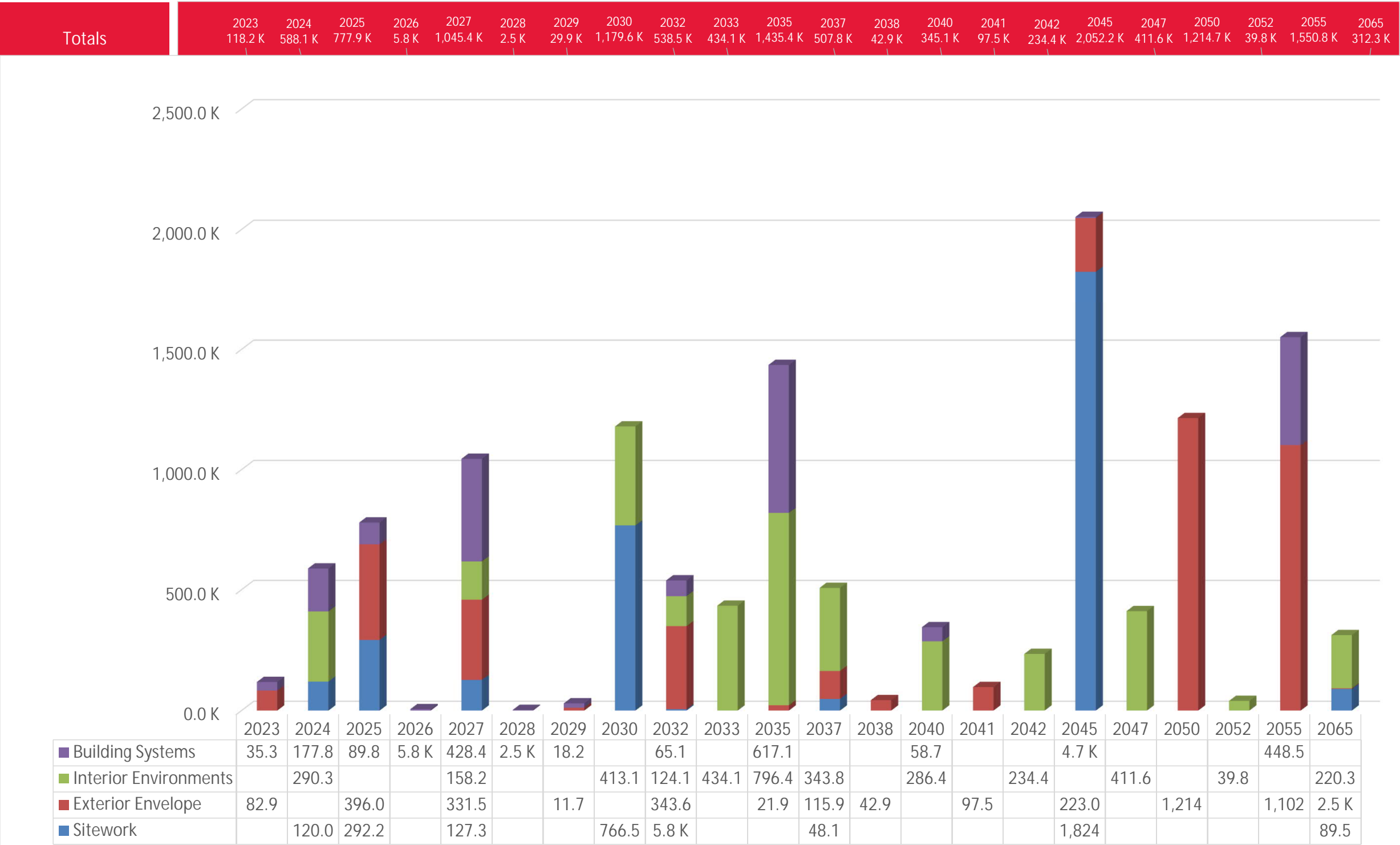
Cost by Replacement Year

- Shows the detailed cost by year. Includes the current cost and escalated costs based on presumed rate of inflation



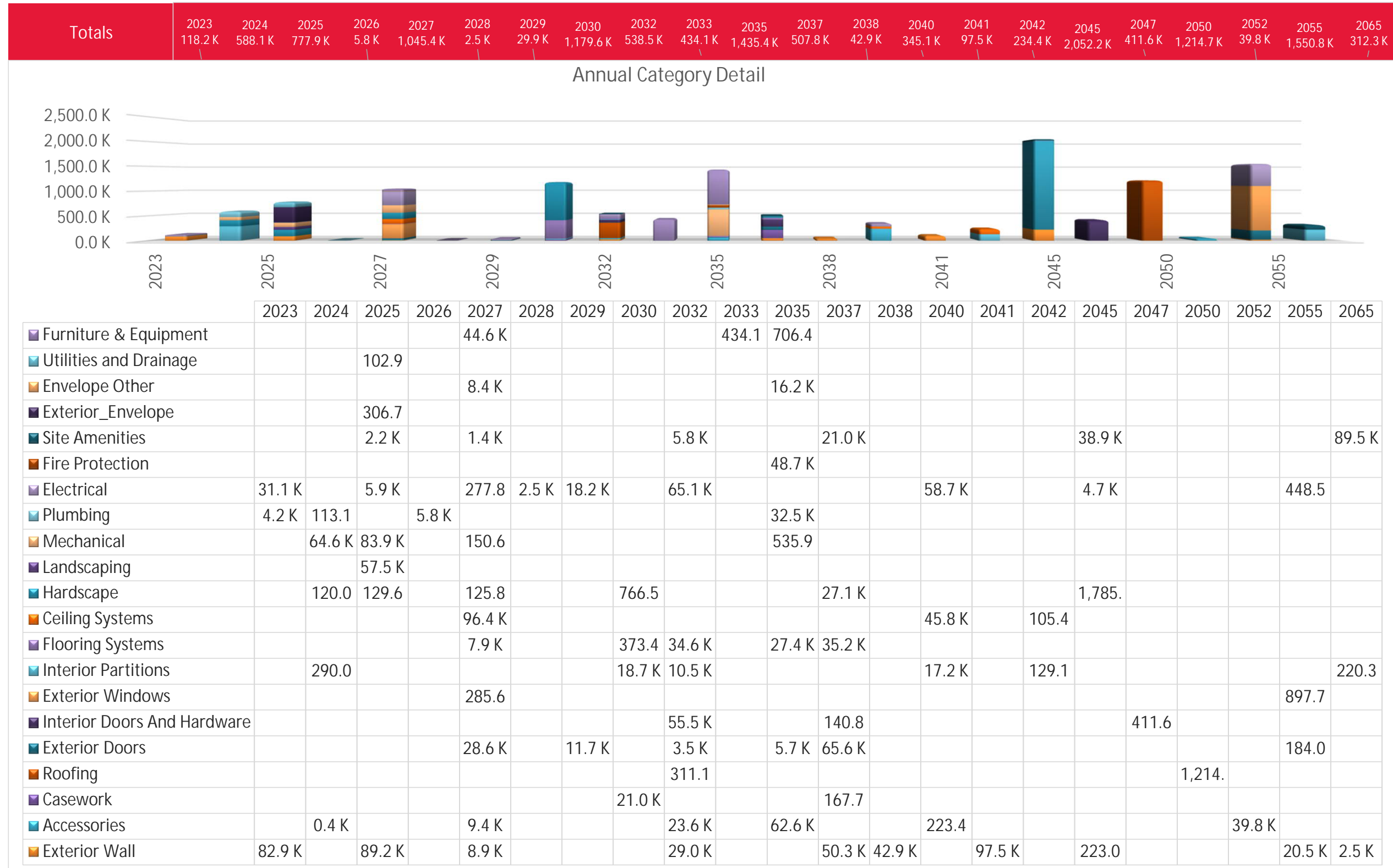


Owner	Frankfort Public Library District
Building	Frankfort Public Library
Report as of	3/17/2023





Owner	Frankfort Public Library District
Building	Frankfort Public Library
Report as of	3/17/2023





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Owner	Frankfort Public Library District
Building	Frankfort Public Library
Report as of	3/17/2023



Replacement (Budget) Year	Required	Recommended	Discretionary	Grand Total
2023	\$82,874	\$35,292		\$118,166
2024	\$80,808	\$216,928	\$290,339	\$588,075
2025		\$718,178	\$59,765	\$777,943
2026		\$5,804		\$5,804
2027	\$437,974	\$553,442	\$53,954	\$1,045,369
2028		\$2,502		\$2,502
2032		\$448,871	\$89,657	\$538,528
2035		\$622,775	\$812,619	\$1,435,394
2037		\$276,895	\$230,910	\$507,805
2038			\$42,907	\$42,907
2041		\$97,462		\$97,462
2045		\$2,013,333	\$38,907	\$2,052,240
2029		\$29,861		\$29,861
2042		\$105,355	\$129,083	\$234,438
2047		\$411,575		\$411,575
2055		\$640,257	\$910,589	\$1,550,846
2040		\$104,512	\$240,592	\$345,104
2065	\$2,486		\$309,823	\$312,309
2052			\$39,798	\$39,798
2050		\$1,214,712		\$1,214,712
2030		\$1,020,207	\$159,368	\$1,179,576
2033			\$434,074	\$434,074
Grand Total	\$604,142	\$8,517,962	\$3,842,385	\$12,964,488

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation						Estimated Cost Data - 2021						
											Estimated Remaining Service Life (Years from Evaluation Date)	Anticipated Replacement Date (Year)	Service Life Modification (Calculated)	Replacement (Budget) Year	Priority	Funding Source	Qty (Link to Revit if available)	Unit of Measure Consistency?	Unit of Measure	Unit Cost (cost should be consistent with Evaluation Date Cost for Escalated Budget)	Estimate of Replacement Cost - 2021	Escalated Budget at Budgeted Year based on evaluation date			
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)	Service Life Replacement Date (Year)	Evaluation Date (Year)													Comments	
Sitework	Site Amenities	Other (Update Element Detail)	Other (Update Element Detail)	055000: Interior Metal Railings and Guardrails	Maintain/Repair	Refinish Exterior Railing - Basement Stairs & Garage	Exterior	1977	15	1992	2022		5	1992	35	2027	Recommend ed	Library Funding	40		L.F.	\$ 30.00	\$ 1,200	\$ 1,325	Metal Railings at loading garage and staff entry, refinish.
Sitework	Site Amenities	Other (Update Element Detail)	Other (Update Element Detail)	055000: Interior Metal Railings and Guardrails	Replace	Full Exterior Railing Replacement	Exterior	1977	50	2027	2022		15	2027	10	2037	Recommend ed	Library Funding	40		L.F.	\$ 300.00	\$ 12,000	\$ 16,150	For full railing replacement. Reinstall per ADA requirements.
Sitework	Site Amenities	Exterior Signage	Exterior Signage	101419: Monumental Sign Letter	Replace	Full replacment of all cast letters on exterior building and monument sign.	Exterior	2015	50	2065	2022		43	2065	0	2065	Discretionary	Library Funding	30		EA.	\$ 600.00	\$ 18,000	\$ 42,177	Replace surface mounted cast metal letters on building and monumental sign.
Sitework	Site Amenities	Other (Update Element Detail)	Other (Update Element Detail)	107516: Flagpole	Replace	Flagpole replacement.	Exterior	1977	50	2027	2022		10	2027	5	2032	Discretionary	Library Funding	1		Each	\$ 4,000.00	\$ 4,000	\$ 4,876	Replace flagpole.
Sitework	Utilities and Drainage	Other (Update Element Detail)	Other (Update Element Detail)	221300 - Sanitary Systems	Maintain/Repair	Periodic Repairs	Exterior	2015	10	2025	2022		3	2025	0	2025	Recommend ed	Library Funding	7		Each	\$ 4,000.00	\$ 28,000	\$ 29,714	Camera and clean obstructions within the sanitary strucutres and piping runs between. Adjust structure.
Sitework	Utilities and Drainage	Other (Update Element Detail)	Other (Update Element Detail)	221300 - Sanitary Systems	Maintain/Repair	Periodic Repairs	Exterior	1998	10	2008	2022		3	2008	17	2025	Recommend ed	Library Funding	1		Each	\$ 4,000.00	\$ 4,000	\$ 4,245	Camera and clean obstructions within the sanitary strucutres and piping runs between. Adjust structure.
Sitework	Utilities and Drainage	Storm Piping	Storm Piping	221400 - Storm Systems	Maintain/Repair	Periodic Repairs	Exterior	2015	10	2025	2022		3	2025	0	2025	Recommend ed	Library Funding	9		Each	\$ 4,000.00	\$ 36,000	\$ 38,203	Camera and clean obstructions within the storm strucutres and piping runs between. Adjust structure.
Sitework	Utilities and Drainage	Storm Piping	Storm Piping	221400 - Storm Systems	Maintain/Repair	Periodic Repairs	Exterior	1998	10	2008	2022		3	2008	17	2025	Recommend ed	Library Funding	6		Each	\$ 4,000.00	\$ 24,000	\$ 25,469	Camera and clean obstructions within the storm strucutres and piping runs between. Adjust structure.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Improve	Mill & Overlay	Exterior	2015	15	2030	2022		8	2030	0	2030	Recommend ed	Library Funding	38,616		S.F.	\$ 6.00	\$ 231,696	\$ 271,469	Surface replacement.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Improve	Mill & Overlay	Exterior	1998	15	2013	2022		8	2013	17	2030	Recommend ed	Library Funding	37,112		S.F.	\$ 6.00	\$ 222,672	\$ 260,896	Surface replacement.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Maintain/Repair	Seal coat and crack repair and stripe	Exterior	2015	3	2018	2022		3	2018	7	2025	Recommend ed	Library Funding	38,616		S.F.	\$ 3.00	\$ 115,848	\$ 122,939	Sealcoat and restripe parking lot.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Maintain/Repair	Seal coat and crack repair and stripe	Exterior	1998	3	2001	2022		2	2001	23	2024	Recommend ed	Library Funding	37,112		S.F.	\$ 3.00	\$ 111,336	\$ 115,834	Sealcoat and restripe parking lot.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Replace	Full Replacement	Exterior	2015	30	2045	2022		23	2045	0	2045	Recommend ed	Library Funding	38,616		S.F.	\$ 10.00	\$ 386,160	\$ 608,935	Full depth replacement and subgrade stabilization..
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Replace	Full Replacement	Exterior	1998	30	2028	2022		23	2028	17	2045	Recommend ed	Library Funding	37,112		S.F.	\$ 10.00	\$ 371,120	\$ 585,219	Full depth replacement and subgrade stabilization..
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Maintain/Repair	Periodic Repairs	Exterior	2015	5	2020	2022		5	2020	7	2027	Recommend ed	Library Funding	1,101		S.F.	\$ 4.00	\$ 4,404	\$ 4,862	Crack repair and leveling.
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Maintain/Repair	Periodic Repairs	Exterior	1998	5	2003	2022		5	2003	24	2027	Recommend ed	Library Funding	7,143		S.F.	\$ 14.00	\$ 100,002	\$ 110,410	Crack repair and leveling.
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Maintain/Repair	Section / Area Replacement	Exterior	2015	15	2030	2022		8	2030	0	2030	Discretionary	Library Funding	1,101		S.F.	\$ 4.00	\$ 4,404	\$ 5,160	Section replacement.
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Maintain/Repair	Section / Area Replacement	Exterior	1998	15	2013	2022		8	2013	17	2030	Discretionary	Library Funding	7,143		S.F.	\$ 14.00	\$ 100,002	\$ 117,168	Section replacement.
Sitework	Hardscape	Other (Update Element Detail)	Other (Update Element Detail)	321313: Concrete Paving	Maintain/Repair	Section / Area Replacement of Concrete Curbs and Gutter	Exterior	2015	25	2040	2022		15	2040	-3	2037	Recommend ed	Library Funding	912		L.F.	\$ 17.00	\$ 15,504	\$ 20,866	
Sitework	Hardscape	Other (Update Element Detail)	Other (Update Element Detail)	321726 Tactile Warning Surfaces	Replace	Tile Replacement	Exterior	2015	15	2030	2022		8	2030	0	2030	Discretionary	Library Funding	5		Each	\$ 2,000.00	\$ 10,000	\$ 11,717	Replace tactile warning tiles (per location).
Sitework	Site Amenities	Other (Update Element Detail)	Other (Update Element Detail)	323300 Site Furnishings	Maintain/Repair	Bollards	Exterior	2015	10	2025	2022		3	2025	0	2025	Discretionary	Library Funding	4		EA.	\$ 500.00	\$ 2,000	\$ 2,122	Repaint bollards.
Sitework	Site Amenities	Site Furnishings	Site Furnishings	323300 Site Furnishings	Replace	Bench Replacement	Exterior	2015	30	2045	2022		23	2045	0	2045	Discretionary	Library Funding	7		EA.	\$ 1,500.00	\$ 10,500	\$ 16,557	(2) 3-4 Bike 'Ribbons'
Sitework	Site Amenities	Site Furnishings	Site Furnishings	323300 Site Furnishings	Replace	Bike Rack Replacement	Exterior	2015	30	2045	2022		23	2045	0	2045	Discretionary	Library Funding	3		EA.	\$ 1,500.00	\$ 4,500	\$ 7,096	
Sitework	Site Amenities	Site Furnishings	Site Furnishings	323300 Site Furnishings	Replace	Waste Receptacles	Exterior	2015	30	2045	2022		23	2045	0	2045	Discretionary	Library Funding	1		EA.	\$ 1,500.00	\$ 1,500	\$ 2,365	
Sitework	Landscaping	Seed and Blanket	Seed and Blanket	329200 Turf and Grasses	Maintain/Repair	Re-Seeding Site	Exterior	2015	5	2020	2022		3	2020	5	2025	Discretionary	Library Funding	158,084		S.F.	\$ 0.25	\$ 39,521	\$ 41,940	
Sitework	Landscaping	Plantings	Plantings	329200 Turf and Grasses	Maintain/Repair	Planting Replacement	Exterior	2015	10	2025	2022		3	2025	0	2025	Discretionary	Library Funding	11,918		S.F.	\$ 1.00	\$ 11,918	\$ 12,647	
Exterior Envelope	Exterior Wall	Precast Concrete	Precast Concrete	030130: Maintenance of Cast-In-Place Concrete	Maintain/Repair	Repair and re-seal cracking in exposed fondation wall.	Exterior	1977	50	2027	2022		5	2027	0	2027	Required	Library Funding	50		S.F.	\$ 25.00	\$ 1,250	\$ 1,380	Concrete patching and repair, epoxy crack injection, corrosion inhibiting surface treatment, polymer overlays and sealers, and composite structural performance.
Exterior Envelope	Exterior Wall	Precast Concrete	Precast Concrete	030130: Maintenance of Cast-In-Place Concrete	Maintain/Repair	Repair and re-seal cracking in exposed fondation wall.	Exterior	1998	50	2048	2022		5	2048	-21	2027	Required	Library Funding	20		SF.	\$ 25.00	\$ 500	\$ 552	Concrete patching and repair, epoxy crack injection, corrosion inhibiting surface treatment, polymer overlays and sealers, and composite structural performance.
Exterior Envelope	Exterior Wall	Precast Concrete	Precast Concrete	030130: Maintenance of Cast-In-Place Concrete	Maintain/Repair	Repair and re-seal cracking in exposed fondation wall.	Exterior	2015	50	2065	2022		43	2065	0	2065	Required	Library Funding	20		SF.	\$ 25.00	\$ 500	\$ 1,172	Concrete patching and repair, epoxy crack injection, corrosion inhibiting surface treatment, polymer overlays and sealers, and composite structural performance.

Description / Life Expectancy												Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2021						
												Evaluation Date (Year)	Estimated Remaining Service Life (Years from Evaluation Date)	Anticipated Replacement Date (Year)	Service Life Modification (Calculated)	Replacement (Budget) Year	Priority	Funding Source	Qty (Link to Revit if available)	Unit of Measure Consistency?	Unit of Measure	Unit Cost (cost should be consistent with Evaluation Date Cost for Escalated Budget)	Estimate of Replacement Cost - 2021	Escalated Budget at Budgeted Year based on evaluation date	
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)	Service Life Replacement Date (Year)														Comments	
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	2015	30	2045	2022	23	2045	0	2045	Recommend ed	Library Funding	4,704		S.F.	\$ 20.00	\$ 94,080	\$ 148,355	2015 Walls - (assumed) 4" brick, 1" air space 1-1/2" rigid insulation, 8" CMU 2 1/2" metal studs and 5/8" drywall. Flashing and weeps at 8" o.c.	
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1998	30	2028	2022	10	2028	4	2032	Recommend ed	Library Funding	998		S.F.	\$ 20.00	\$ 19,960	\$ 24,331	1998 Walls - #1 - 4" brick, 1" air space, 3" rigid insulation, 4" brick, #2 - Hardi board (new 2021), 5/8" plywood, 6" metal studs and batt insulation, 5/8" gyp. Board.	
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1977	30	2007	2022	1	2007	16	2023	Required	Library Funding	3,992		S.F.	\$ 20.00	\$ 79,840	\$ 81,437	1977 Masonry walls #1 - 4" Brick, 2" air space, 4" brick. #2 - 4" Brick, 6" metal studs and 6" batt insulation and 5/8" gyp. Board. #3 - new (2021) Hardi Board, 5/8" plywood, 6" metal studs and 6" batt insulation, 5/8" gyp. Board.	
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Maintain/Repair	Tuckpoint / Re-Point	Exterior	2015	30	2045	2022	23	2045	0	2045	Recommend ed	Library Funding	24		S.F.	\$ 20.00	\$ 480	\$ 757	Tuckpointing of stone masonry installations.	
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1977	30	2007	2022	5	2007	20	2027	Recommend ed	Library Funding	115		S.F.	\$ 20.00	\$ 2,300	\$ 2,539	Tuckpointing of stone masonry installations.	
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Replace	Replace Units	Exterior	2015	40	2055	2022	33	2055	0	2055	Discretionary	Library Funding	24		S.F.	\$ 250.00	\$ 6,000	\$ 11,533	Replacement of stone masonry cap and sill pieces.	
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Replace	Replace Units	Exterior	1977	40	2017	2022	15	2017	20	2037	Discretionary	Library Funding	115		S.F.	\$ 250.00	\$ 28,750	\$ 38,694	Replacement of stone masonry cap and sill pieces.	
Exterior Envelope	Exterior Envelope	Envelope Other	Envelope Other	072100: Thermal Insulation	Replace	Replace old fibrous insulation.	Interior	1998	35	2033	2022	3	2033	-8	2025	Recommend ed	Library Funding	2,389		S.F.	\$ 32.00	\$ 76,448	\$ 81,127	Replace fiberglass insulation that is no longer secure to the underside of the roof.	
Exterior Envelope	Exterior Envelope	Envelope Other	Envelope Other	072100: Thermal Insulation	Replace	Replace old fibrous insulation.	Interior	1977	35	2012	2022	3	2012	13	2025	Recommend ed	Library Funding	6,182		S.F.	\$ 32.00	\$ 197,824	\$ 209,932	Replace fiberglass insulation that is no longer secure to the underside of the roof.	
Exterior Envelope	Exterior Wall	Other (Update Element Detail)	Other (Update Element Detail)	072400 Insulation & Finish System	Maintain/Repair	Patch & Repair EIFS System	Exterior	1998	10	2008	2022	5	2008	19	2027	Recommend ed	Library Funding	132		S.F.	\$ 25.00	\$ 3,300	\$ 3,643	Repair of the existing installed EIFS system. The bottom edge which is direct	
Exterior Envelope	Exterior Wall	E.I.F.S.	E.I.F.S.	072400 Insulation & Finish System	Replace	Full EIFS System Replacement.	Exterior	1998	40	2038	2022	16	2038	0	2038	Discretionary	Library Funding	525		S.F.	\$ 45.00	\$ 23,625	\$ 32,432	Remove and replace the EIFS system based on condition of installation at end of life.	
Exterior Envelope	Roofing	Asphalt Shingles	Asphalt Shingles	073113: Asphalt Shingles	Replace	Full Shingle Roof Replacement	Roof	1977	25	2002	2022	10	2002	30	2032	Recommend ed	Library Funding	6,182		S.F.	\$ 25.00	\$ 154,550	\$ 188,396	Existing shingles appear to be in satisfactory shape, replace in time.	
Exterior Envelope	Roofing	Asphalt Shingles	Asphalt Shingles	073113: Asphalt Shingles	Replace	Full Shingle Roof Replacement	Roof	1998	25	2023	2022	10	2023	9	2032	Recommend ed	Library Funding	2,389		S.F.	\$ 25.00	\$ 59,725	\$ 72,804	Existing shingles appear to be in satisfactory shape, replace in time.	
Exterior Envelope	Roofing	Aluminum Soffit	Aluminum Soffit	074293: Metal Soffit Panels	Replace	Section/Area Replacement	Roof	2015	30	2045	2022	28	2045	5	2050	Recommend ed	Library Funding	932		S.F.	\$ 14.50	\$ 13,514	\$ 23,528	Replace at time of roofing work.	
Exterior Envelope	Exterior Wall	Fiber Cement Siding	Fiber Cement Siding	074646:Fiber Cement Siding	Replace	Section/Area Replacement	Exterior	2021	20	2041	2022	19	2041	0	2041	Recommend ed	Library Funding	3,691		S.F.	\$ 13.00	\$ 47,983	\$ 69,902	Hardi Plank 7" lap siding	
Exterior Envelope	Roofing	TPO - Membrane	TPO - Membrane	075423: TPO Roofing	Replace	Full TPO Roofing Replacement	Roof	2015	30	2045	2022	28	2045	5	2050	Recommend ed	Library Funding	9,011		S.F.	\$ 20.00	\$ 180,220	\$ 313,767	The existing 2015 Roof is adhered TPO, and recently replaced	
Exterior Envelope	Roofing	TPO - Membrane	TPO - Membrane	075423: TPO Roofing	Replace	Full TPO Roofing Replacement	Roof	2017	30	2047	2022	28	2047	3	2050	Recommend ed	Library Funding	3,929		S.F.	\$ 20.00	\$ 78,580	\$ 136,810	The existing 1998 Roof is adhered TPO, and recently replaced	
Exterior Envelope	Roofing	TPO - Membrane	TPO - Membrane	075423: TPO Roofing	Replace	Full TPO Roofing Replacement	Roof	2020	30	2050	2022	28	2050	0	2050	Recommend ed	Library Funding	6,670		S.F.	\$ 20.00	\$ 133,400	\$ 232,253	The existing 1979 Roof is adhered TPO, and recently replaced	
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	2015	30	2045	2022	28	2045	5	2050	Recommend ed	Library Funding	517		L.F.	\$ 12.00	\$ 6,204	\$ 10,801	Replace at time of roofing work.	
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	2017	30	2047	2022	28	2047	3	2050	Recommend ed	Library Funding	215		L.F.	\$ 12.00	\$ 2,580	\$ 4,492	Replace at time of roofing work.	
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	2020	30	2050	2022	28	2050	0	2050	Recommend ed	Library Funding	247		L.F.	\$ 12.00	\$ 2,964	\$ 5,160	Replace at time of roofing work.	
Exterior Envelope	Roofing	Gutters and Downspouts	Gutters and Downspouts	077100: Roof Specialties	Replace	Full Gutter & Downspout Replacement	Roof	2015	30	2045	2022	28	2045	5	2050	Recommend ed	Library Funding	70		L.F.	\$ 17.00	\$ 1,190	\$ 2,072	Some debris but overall good condition. Replace in time.	
Exterior Envelope	Roofing	Gutters and Downspouts	Gutters and Downspouts	077100: Roof Specialties	Replace	Full Gutter & Downspout Replacement	Roof	1998	30	2028	2022	28	2028	22	2050	Recommend ed	Library Funding	64		L.F.	\$ 17.00	\$ 1,088	\$ 1,894	Some debris but overall good condition. Replace in time.	
Exterior Envelope	Roofing	Gutters and Downspouts	Gutters and Downspouts	077100: Roof Specialties	Replace	Full Gutter & Downspout Replacement	Roof	1977	30	2007	2022	28	2007	43	2050	Recommend ed	Library Funding	163		L.F.	\$ 17.00	\$ 2,771	\$ 4,824	Some debris but overall good condition. Replace in time.	
Exterior Envelope	Roofing	Other (Update Element Detail)	Other (Update Element Detail)	077200: Roof Accessories - Roof Hatch	Replace	Full Hatch Replacement	Roof	1977	30	2007	2022	28	2007	43	2050	Recommend ed	Library Funding	1		EA.	\$ 5,000.00	\$ 5,000	\$ 8,705	Replace as part of new roof. Hatch to meet new OSHA requirements.	
Exterior Envelope	Exterior Wall	Sealant Repair	Sealant Repair	079200: Sealant Replacement	Maintain/Repair	Re-seal opening perimeters and control joints.	Exterior	2015	10	2025	2022	3	2025	0	2025	Recommend ed	Library Funding	1,869		L.F.	\$ 15.00	\$ 28,035	\$ 29,751	Replace sealant around all doors and windows and at control joints (at the 2015 addition.)	
Exterior Envelope	Exterior Wall	Sealant Repair	Sealant Repair	079200: Sealant Replacement	Maintain/Repair	Re-seal opening perimeters and control joints.	Exterior	1998	10	2008	2022	3	2008	17	2025	Recommend ed	Library Funding	1,200		L.F.	\$ 15.00	\$ 18,000	\$ 19,102	Replace sealant around all doors and windows and at control joints (at the 1998 addition.)	
Exterior Envelope	Exterior Wall	Sealant Repair	Sealant Repair	079200: Sealant Replacement	Maintain/Repair	Re-seal opening perimeters and control joints.	Exterior	1977	10	1987	2022	3	1987	38	2025	Recommend ed	Library Funding	2,250		L.F.	\$ 15.00	\$ 33,750	\$ 35,816	Replace sealant around all doors and windows and at control joints (at the 1977 addition.)	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Maintain/Repair	Refinish hollow metal doors and frames	Exterior	2015	15	2030	2022	10	2030	2	2032	Recommend ed	Library Funding	5		EA.	\$ 300.00	\$ 1,500	\$ 1,828	Hollow metal doors and frames to be re-painted.	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Maintain/Repair	Refinish hollow metal doors and frames	Exterior	1998	15	2013	2022	10	2013	19	2032	Recommend ed	Library Funding	1		EA.	\$ 300.00	\$ 300	\$ 366	Hollow metal doors and frames to be re-painted.	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Maintain/Repair	Refinish hollow metal doors and frames	Exterior	1977	15	1992	2022	10	1992	40	2032	Recommend ed	Library Funding	1		EA.	\$ 600.00	\$ 600	\$ 731	Hollow metal double doors and frames to be re-painted.	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace hollow metal doors and frames	Exterior	2015	20	2035	2022	15	2035	2	2037	Recommend ed	Library Funding	5		EA.	\$ 3,500.00	\$ 17,500	\$ 23,553	Replace door, frame and hardware	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace hollow metal doors and frames	Exterior	1998	20	2018	2022	7	2018	11	2029	Recommend ed	Library Funding	1		EA.	\$ 3,500.00	\$ 3,500	\$ 4,020	Replace door, frame and hardware	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace hollow metal doors double and frames	Exterior	1977	20	1997	2022	7	1997	32	2029	Recommend ed	Library Funding	1		EA.	\$ 5,500.00	\$ 5,500	\$ 6,318	Replace double door, frame and hardware	

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2021						
											Evaluation Date (Year)	Estimated Remaining Service Life (Years from Evaluation Date)	Anticipated Replacement Date (Year)	Service Life Modification (Calculated)	Replacement (Budget) Year	Priority	Funding Source	Qty (Link to Revit if available)	Unit of Measure Consistency?	Unit of Measure	Unit Cost (cost should be consistent with Evaluation Date Cost for Escalated Budget)	Estimate of Replacement Cost - 2021	Escalated Budget at Budgeted Year based on evaluation date	
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)	Service Life Replacement Date (Year)														Comments
Exterior Envelope	Exterior Doors	Other (Update Element Detail)	Other (Update Element Detail)	083613: Overhead Sectional Door	Replace	12' x 14' Overhead Sectional Door	Exterior	1977	25	2002	2022	5	2002	25	2027	Recommended	Library Funding	1	EA.	\$ 20,000.00	\$ 20,000	\$ 22,082	Replace overhead door with insulated unit for improved thermal performance.	
Exterior Envelope	Exterior Windows	Aluminum Storefront	Aluminum Storefront	084113 Aluminum Storefront	Replace	Replace aluminum storefront system	Exterior	2015	40	2055	2022	33	2055	0	2055	Discretionary	Library Funding	38	S.F.	\$ 180.00	\$ 6,840	\$ 13,148	Replace exterior storefront system	
Exterior Envelope	Exterior Windows	Aluminum Storefront	Aluminum Storefront	084113 Aluminum Storefront	Replace	Replace aluminum storefront system	Exterior	1998	40	2038	2022	5	2038	-11	2027	Required	Library Funding	264	S.F.	\$ 180.00	\$ 47,520	\$ 52,466	Replace exterior storefront system. Glazing systems are showing signs of failure, thermal/moisture protection is compromised.	
Exterior Envelope	Exterior Windows	Aluminum Storefront	Aluminum Storefront	084113 Aluminum Storefront	Replace	Replace aluminum storefront system	Exterior	1977	40	2017	2022	5	2017	10	2027	Required	Library Funding	487	S.F.	\$ 180.00	\$ 87,660	\$ 96,784	Replace exterior storefront system. Glazing systems are showing signs of failure, thermal/moisture protection is compromised.	
Exterior Envelope	Exterior Doors	Door, Aluminum	Door, Aluminum	084113: Aluminum Doors and Frames	Replace	Exterior Alum. Doors and frames with side lite	Exterior	1977	40	2017	2022	5	2017	10	2027	Recommended	Library Funding	1	EA.	\$ 3,750.00	\$ 3,750	\$ 4,140	Replace door, frame and hardware	
Exterior Envelope	Exterior Doors	Door, Aluminum	Door, Aluminum	084113Aluminum Doors and Frames	Replace	Exterior Alum. Doors and frames with side lite	Exterior	2015	40	2055	2022	33	2055	0	2055	Discretionary	Library Funding	1	EA.	\$ 3,750.00	\$ 3,750	\$ 7,208	Replace door, frame and hardware	
Exterior Envelope	Exterior Doors	Door, Aluminum	Door, Aluminum	084229.23: Automatic Sliding Aluminum Doors and Frames	Replace	Replace exterior and interior automatic sliding aluminum doors	Exterior	2015	40	2055	2022	33	2055	0	2055	Recommended	Library Funding	2	EA.	\$ 25,000.00	\$ 50,000	\$ 96,112	Replace Vestibule Doors	
Exterior Envelope	Exterior Windows	Aluminum Curtain Wall	Aluminum Curtain Wall	084413 - Aluminum Curtain Wall	Replace	Replace aluminum curtain wall system	Exterior	2015	40	2055	2022	33	2055	0	2055	Discretionary	Library Funding	1,141	S.F.	\$ 200.00	\$ 228,200	\$ 438,653	Replace curtain wall system	
Exterior Envelope	Exterior Windows	Aluminum Fixed Window	Aluminum Fixed Window	085113: Aluminum Windows	Replace	Replace fixed and operable aluminum windows	Exterior	2015	40	2055	2022	33	2055	0	2055	Discretionary	Library Funding	65	S.F.	\$ 150.00	\$ 9,750	\$ 18,742	Replace exterior aluminum windows.	
Exterior Envelope	Exterior Windows	Aluminum Fixed Window	Aluminum Fixed Window	085113: Aluminum Windows	Replace	Replace fixed and operable aluminum windows	Exterior	1998	40	2038	2022	5	2038	-11	2027	Required	Library Funding	104	S.F.	\$ 150.00	\$ 15,600	\$ 17,224	Replace exterior storefront system. Glazing systems are showing signs of failure, thermal/moisture protection is compromised.	
Exterior Envelope	Exterior Windows	Aluminum Fixed Window	Aluminum Fixed Window	085113: Aluminum Windows	Replace	Replace fixed and operable aluminum windows	Exterior	1977	40	2017	2022	5	2017	10	2027	Required	Library Funding	451	S.F.	\$ 150.00	\$ 67,650	\$ 74,691	Replace exterior storefront system. Glazing systems are showing signs of failure, thermal/moisture protection is compromised.	
Exterior Envelope	Envelope Other	Other (Update Element Detail)	Other (Update Element Detail)	08620: Unit Skylights	Maintain/Repair	Repair curb flashing and reseal all joints.	Exterior	2015	5	2020	2022	5	2020	7	2027	Recommended	Library Funding	7	Each	\$ 1,000.00	\$ 7,000	\$ 7,729		
Exterior Envelope	Envelope Other	Other (Update Element Detail)	Other (Update Element Detail)	08620: Unit Skylights	Replace	Replace unit skylight	Exterior	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	2	Each	\$ 5,000.00	\$ 10,000	\$ 12,936		
Exterior Envelope	Exterior Windows	Other (Update Element Detail)	Other (Update Element Detail)	088000: Glazing	Replace	Replace glass units.	Exterior	2015	20	2035	2022	33	2035	20	2055	Discretionary	Library Funding	1,244	S.F.	\$ 14.00	\$ 17,416	\$ 33,478	Replace insulated glass units.	
Exterior Envelope	Exterior Windows	Other (Update Element Detail)	Other (Update Element Detail)	088000: Glazing	Replace	Replace glass units.	Exterior	1998	20	2018	2022	5	2018	9	2027	Required	Library Funding	368	S.F.	\$ 14.00	\$ 5,152	\$ 5,688	Replace insulated glass units.	
Exterior Envelope	Exterior Windows	Other (Update Element Detail)	Other (Update Element Detail)	088000: Glazing	Replace	Replace glass units.	Exterior	1977	20	1997	2022	5	1997	30	2027	Required	Library Funding	938	S.F.	\$ 14.00	\$ 13,132	\$ 14,499	Replace insulated glass units.	
Exterior Envelope	Exterior Windows	Other (Update Element Detail)	Other (Update Element Detail)	088000: Glazing	Replace	Replace spandrel panels.	Exterior	2015	20	2035	2022	5	2035	-8	2027	Recommended	Library Funding	18	S.F.	\$ 18.00	\$ 324	\$ 358		
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Hardware, All	87100: Doors Hardware	Improve	Replace hollow metal doors hardware	Exterior	1997	25	2022	2022	15	2022	15	2037	Recommended	Library Funding	1	EA.	\$ 3,500.00	\$ 3,500	\$ 4,711	Replace Double Door Hardware	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Hardware, All	87100: Door Hardware	Improve	Replace hollow metal doors hardware	Exterior	2015	25	2040	2022	15	2040	-3	2037	Recommended	Library Funding	5	EA.	\$ 2,750.00	\$ 13,750	\$ 18,506	Replace Hardware	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Hardware, All	87100: Door Hardware	Improve	Replace hollow metal doors hardware	Exterior	1998	25	2023	2022	15	2023	14	2037	Recommended	Library Funding	1	EA.	\$ 2,750.00	\$ 2,750	\$ 3,701	Replace Hardware	
Exterior Envelope	Exterior Doors	Door, Aluminum	Hardware, All	87100: Door Hardware	Improve	Replace Hardware-Exterior Aluminum Doods & Frames	Exterior	2015	20	2035	2022	13	2035	0	2035	Recommended	Library Funding	1	EA.	\$ 1,750.00	\$ 1,750	\$ 2,264	Replace Hardware	
Exterior Envelope	Exterior Doors	Door, Aluminum	Hardware, All	87100: Door Hardware	Improve	Replace Hardware-Exterior Aluminum Doods & Frames	Exterior	1977	20	1997	2022	13	1997	38	2035	Recommended	Library Funding	1	EA.	\$ 1,750.00	\$ 1,750	\$ 2,264	Replace Hardware	
Interior Environments	Flooring Systems	Sealed Concrete	Sealed Concrete	033000: Cast-In-Place Concrete	Maintain/Repair	Cleaning & Resealing concrete slab.	Interior	1977	15	1992	2022	10	1992	40	2032	Discretionary	Library Funding	2,520	S.F.	\$ 6.00	\$ 15,120	\$ 18,431	Patching and resealing interior exposed slab areas.	
Interior Environments	Interior Partitions	CMU (8")	CMU (8")	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point & Refinish	Interior	2015	50	2065	2022	20	2065	-23	2042	Discretionary	Library Funding	569	S.F.	\$ 12.00	\$ 6,828	\$ 10,146	Tuckpointing and refinishing interior masonry partitions.	
Interior Environments	Interior Partitions	CMU (8")	CMU (8")	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point & Refinish	Interior	1998	50	2048	2022	20	2048	-6	2042	Discretionary	Library Funding	198	S.F.	\$ 12.00	\$ 2,376	\$ 3,531	Tuckpointing and refinishing interior masonry partitions.	
Interior Environments	Interior Partitions	CMU (8")	CMU (8")	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point & Refinish	Interior	1997	50	2047	2022	20	2047	-5	2042	Discretionary	Library Funding	4,335	S.F.	\$ 12.00	\$ 52,020	\$ 77,299	Tuckpointing and refinishing interior masonry partitions.	
Interior Environments	Accessories	Railings / Guardrails	Railings / Guardrails	055000: Interior Metal Railings and Guardrails	Maintain/Repair	Refinish Interior Railing - Basement Stairs & Garage	Interior	1977	15	1992	2022	5	1992	35	2027	Discretionary	Library Funding	65	L.F.	\$ 25.00	\$ 1,625	\$ 1,794	Metal Railings down to basement, in good shape, refinish.	
Interior Environments	Accessories	Railings / Guardrails	Railings / Guardrails	055000: Interior Metal Railings and Guardrails	Replace	Full Interior Railing Replacement	Interior	1977	50	2027	2022	30	2027	25	2052	Discretionary	Library Funding	65	L.F.	\$ 200.00	\$ 13,000	\$ 23,548	For full railing replacement. Reinstall per ADA requirements.	
Interior Environments	Casework	Casework - Upper Cabinet	Casework - Upper Cabinet	064113 Wood-Veneer-Faced Architectural Cabinets	Replace	Section/Area Replacement	Offices	1977	20	1997	2022	15	1997	40	2037	Discretionary	Library Funding	9	L.F.	\$ 600.00	\$ 5,400	\$ 7,268	Casework replacement for aesthtic upgrades. Install to comply with ADA requirements.	
Interior Environments	Casework	Casework - Base Cabinet	Casework - Base Cabinet	064113 Wood-Veneer-Faced Architectural Cabinets	Replace	Section/Area Replacement	Offices	1977	20	1997	2022	15	1997	40	2037	Discretionary	Library Funding	9	L.F.	\$ 600.00	\$ 5,400	\$ 7,268	Casework replacement for aesthtic upgrades. Install to comply with ADA requirements.	
Interior Environments	Casework	Casework - Upper Cabinet	Casework - Upper Cabinet	064116: Plastic-Laminate-Clad Architectural Cabinets	Replace	Section/Area Replacement	Interior	1977	20	1997	2022	15	1997	40	2037	Discretionary	Library Funding	35	L.F.	\$ 525.00	\$ 18,375	\$ 24,730	Casework replacement for aesthtic upgrades. Install to comply with ADA requirements.	

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2021						
											Evaluation Date (Year)	Estimated Remaining Service Life (Years from Evaluation Date)	Anticipated Replacement Date (Year)	Service Life Modification (Calculated)	Replacement (Budget) Year	Priority	Funding Source	Qty (Link to Revit if available)	Unit of Measure Consistency?	Unit of Measure	Unit Cost (cost should be consistent with Evaluation Date Cost for Escalated Budget)	Estimate of Replacement Cost - 2021	Escalated Budget at Budgeted Year based on evaluation date	
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)	Service Life Replacement Date (Year)														Comments
Interior Environments	Casework	Casework - Base Cabinet	Casework - Base Cabinet	064116: Plastic-Laminate-Clad Architectural Cabinets	Replace	Section/Area Replacement	Interior	1977	20	1997	2022	15	1997	40	2037	Discretionary	Library Funding	35	L.F.	\$	525.00	\$ 18,375	\$ 24,730	Casework replacement for aesthtic upgrades. Install to comply with ADA requirements.
Interior Environments	Casework	Casework - Upper Cabinet	Casework - Upper Cabinet	064116: Plastic-Laminate-Clad Architectural Cabinets	Replace	Section/Area Replacement	Interior	2015	20	2035	2022	15	2035	2	2037	Discretionary	Library Funding	46	L.F.	\$	525.00	\$ 24,150	\$ 32,503	Casework replacement for aesthtic upgrades. Install to comply with ADA requirements.
Interior Environments	Casework	Casework - Base Cabinet	Casework - Base Cabinet	064116: Plastic-Laminate-Clad Architectural Cabinets	Replace	Section/Area Replacement	Interior	2015	20	2035	2022	15	2035	2	2037	Discretionary	Library Funding	46	L.F.	\$	525.00	\$ 24,150	\$ 32,503	Casework replacement for aesthtic upgrades. Install to comply with ADA requirements.
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Maintain/Repair	Refinish hollow metal doors and frames	Interior	1998	15	2013	2022	10	2013	19	2032	Discretionary	Library Funding	1	EA	\$	400.00	\$ 400	\$ 488	Hollow metal double doors and frames to be re-painted.
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Maintain/Repair	Refinish hollow metal doors and frames	Interior	1977	15	1992	2022	10	1992	40	2032	Discretionary	Library Funding	5	EA	\$	200.00	\$ 1,000	\$ 1,219	Hollow metal doors and frames to be re-painted.
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace hollow metal double doors and frames	Interior	1998	20	2018	2022	10	2018	14	2032	Recommend ed	Library Funding	1	EA	\$	5,000.00	\$ 5,000	\$ 6,095	Replace double door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace hollow metal doors and frames	Interior	1977	20	1997	2022	10	1997	35	2032	Recommend ed	Library Funding	5	EA	\$	3,000.00	\$ 15,000	\$ 18,285	Replace door, frame and hardware
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	081113: Hollow Metal Frames	Maintain/Repair	Refinish hollow metal borrowed lites.	Interior	2015	15	2030	2022	8	2030	0	2030	Discretionary	Library Funding	227	S.F.	\$	25.00	\$ 5,675	\$ 6,649	Refinish hollow metal frames that are interior windows.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	081113: Hollow Metal Frames	Maintain/Repair	Refinish hollow metal borrowed lites.	Interior	1998	15	2013	2022	8	2013	17	2030	Discretionary	Library Funding	133	S.F.	\$	25.00	\$ 3,325	\$ 3,896	Refinish hollow metal frames that are interior windows.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	081113: Hollow Metal Frames	Maintain/Repair	Refinish hollow metal borrowed lites.	Interior	1977	15	1992	2022	8	1992	38	2030	Discretionary	Library Funding	194	S.F.	\$	25.00	\$ 4,850	\$ 5,683	Refinish hollow metal frames that are interior windows.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	081113: Hollow Metal Frames	Replace	Replace hollow metal borrowed lites.	Interior	2015	50	2065	2022	43	2065	0	2065	Discretionary	Library Funding	227	S.F.	\$	80.00	\$ 18,160	\$ 42,552	Replace hollow metal frames that are interior windows.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	081113: Hollow Metal Frames	Replace	Replace hollow metal borrowed lites.	Interior	1998	50	2048	2022	43	2048	17	2065	Discretionary	Library Funding	133	S.F.	\$	80.00	\$ 10,640	\$ 24,932	Replace hollow metal frames that are interior windows.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	081113: Hollow Metal Frames	Replace	Replace hollow metal borrowed lites.	Interior	1977	50	2027	2022	43	2027	38	2065	Discretionary	Library Funding	194	S.F.	\$	80.00	\$ 15,520	\$ 36,366	Replace hollow metal frames that are interior windows.
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace double wood door hardware	Interior	2015	25	2040	2022	25	2040	7	2047	Recommend ed	Library Funding	3	EA	\$	6,000.00	\$ 18,000	\$ 29,531	Replace double door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace single wood door hardware	Interior	1998	25	2023	2022	25	2023	24	2047	Recommend ed	Library Funding	6	EA	\$	4,000.00	\$ 24,000	\$ 39,375	Replace door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace single wood door hardware	Interior	1977	25	2002	2022	25	2002	45	2047	Recommend ed	Library Funding	12	EA	\$	4,000.00	\$ 48,000	\$ 78,749	Replace door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace double wood door hardware	Interior	1977	25	2002	2022	25	2002	45	2047	Recommend ed	Library Funding	4	EA	\$	6,000.00	\$ 24,000	\$ 39,375	Replace double door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Maintain/Repair	Refinsh single wood door and frame	Interior	2015	15	2030	2022	10	2030	2	2032	Discretionary	Library Funding	12	EA	\$	400.00	\$ 4,800	\$ 5,851	Wood doors to be stained and metal frames to be painted.
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Maintain/Repair	Refinsh double wood door and frame	Interior	2015	15	2030	2022	10	2030	2	2032	Discretionary	Library Funding	3	EA	\$	800.00	\$ 2,400	\$ 2,926	Wood double doors to be stained and metal frames to be painted.
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Maintain/Repair	Refinsh single wood door and frame	Interior	1998	15	2013	2022	10	2013	19	2032	Discretionary	Library Funding	6	EA	\$	400.00	\$ 2,400	\$ 2,926	Wood doors to be stained and metal frames to be painted.
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Maintain/Repair	Refinsh single wood door and frame	Interior	1977	15	1992	2022	10	1992	40	2032	Discretionary	Library Funding	12	EA	\$	400.00	\$ 4,800	\$ 5,851	Wood doors to be stained and metal frames to be painted.
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Maintain/Repair	Refinsh double wood door and frame	Interior	1977	15	1992	2022	10	1992	40	2032	Discretionary	Library Funding	3	EA	\$	800.00	\$ 2,400	\$ 2,926	Wood double doors to be stained and metal frames to be painted.
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace single wood door hardware	Interior	2015	25	2040	2022	25	2040	7	2047	Recommend ed	Library Funding	12	EA	\$	4,000.00	\$ 48,000	\$ 78,749	Replace door, frame and hardware
Interior Envrionments	Interior Partitions	5/8" Gyp. 3 5/8 Stud 5/8" Gyp.	5/8" Gyp. 3 5/8 Stud 5/8" Gyp.	092900: Gypsum Board (099123: Interior Painting)	Maintain/Repair	Patching & refinishing of interior partitions.	Throughout	2015	5	2020	2022	2	2020	4	2024	Discretionary	Library Funding	9.251	S.F.	\$	8.00	\$ 74,008	\$ 76,998	Patching and refinishing interior drywall partitions.
Interior Envrionments	Interior Partitions	5/8" Gyp. 3 5/8 Stud 5/8" Gyp.	5/8" Gyp. 3 5/8 Stud 5/8" Gyp.	092900: Gypsum Board (099123: Interior Painting)	Maintain/Repair	Patching & refinishing of interior partitions.	Throughout	1998	5	2003	2022	2	2003	21	2024	Discretionary	Library Funding	6.728	S.F.	\$	8.00	\$ 53,824	\$ 55,998	Patching and refinishing interior drywall partitions.
Interior Envrionments	Interior Partitions	5/8" Gyp. 3 5/8 Stud 5/8" Gyp.	5/8" Gyp. 3 5/8 Stud 5/8" Gyp.	092900: Gypsum Board (099123: Interior Painting)	Maintain/Repair	Patching & refinishing of interior partitions.	Throughout	1977	5	1982	2022	2	1982	42	2024	Discretionary	Library Funding	17.661	S.F.	\$	8.00	\$ 141,288	\$ 146,996	Patching and refinishing interior drywall partitions.

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2021						
											Evaluation Date (Year)	Estimated Remaining Service Life (Years from Evaluation Date)	Anticipated Replacement Date (Year)	Service Life Modification (Calculated)	Replacement (Budget) Year	Priority	Funding Source	Qty (Link to Revit if available)	Unit of Measure Consistency?	Unit of Measure	Unit Cost (cost should be consistent with Evaluation Date Cost for Escalated Budget)	Estimate of Replacement Cost - 2021	Escalated Budget at Budgeted Year based on evaluation date	
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)	Service Life Replacement Date (Year)														Comments
Interior Environments	Ceiling Systems	Gypsum Board Ceilings/Plaster	Gypsum Board Ceilings/Plaster	092900: Gypsum Board (099123: Interior Painting)	Maintain/Repair	Patching & refinishing of interior drywall ceilings/soffits.	Throughout	2015	30	2045	2022	20	2045	-3	2042	Recommend ed	Library Funding	1,945	S.F.		\$ 10.00	\$ 19,450	\$ 28,902	Patching and refinishing interior drywall ceilings
Interior Environments	Ceiling Systems	Gypsum Board Ceilings/Plaster	Gypsum Board Ceilings/Plaster	092900: Gypsum Board (099123: Interior Painting)	Maintain/Repair	Patching & refinishing of interior drywall ceilings/soffits.	Throughout	1998	30	2028	2022	20	2028	14	2042	Recommend ed	Library Funding	1,558	S.F.		\$ 10.00	\$ 15,580	\$ 23,151	Patching and refinishing interior drywall ceilings
Interior Environments	Ceiling Systems	Gypsum Board Ceilings/Plaster	Gypsum Board Ceilings/Plaster	092900: Gypsum Board (099123: Interior Painting)	Maintain/Repair	Patching & refinishing of interior drywall ceilings/soffits.	Throughout	1977	30	2007	2022	20	2007	35	2042	Recommend ed	Library Funding	1,494	S.F.		\$ 10.00	\$ 14,940	\$ 22,200	Patching and refinishing interior drywall ceilings
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Maintain/Repair	Grout Replacement	Toilet Rooms	1977	10	1987	2022	5	1987	40	2027	Recommend ed	Library Funding	387	S.F.		\$ 9.00	\$ 3,483	\$ 3,846	Replacing grout in tile installations.
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Maintain/Repair	Grout Replacement	Toilet Rooms	2015	10	2025	2022	5	2025	2	2027	Recommend ed	Library Funding	337	S.F.		\$ 9.00	\$ 3,033	\$ 3,349	Replacing grout in tile installations.
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Replace	Full Floor Replacement	Toilet Rooms	1977	30	2007	2022	15	2007	30	2037	Discretionary	Library Funding	387	S.F.		\$ 22.00	\$ 8,514	\$ 11,459	Full replacement of tile floor installations.
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Replace	Full FloorReplacement	Toilet Rooms	2015	30	2045	2022	15	2045	-8	2037	Discretionary	Library Funding	337	S.F.		\$ 22.00	\$ 7,414	\$ 9,978	Full replacement of tile floor installations.
Interior Environments	Ceiling Systems	Acoustic Ceiling Tile (2x4)	Acoustic Ceiling Tile (2x4)	095113: Acoustical Panel Ceilings	Replace	Ceiling Tile Replacement	Throughout	2015	25	2040	2022	18	2040	0	2040	Recommend ed	Library Funding	2,404	SF.		\$ 9.00	\$ 21,636	\$ 30,902	Full replacement of acoustical panel ceiling installations.
Interior Environments	Ceiling Systems	Acoustic Ceiling Tile (2x2)	Acoustic Ceiling Tile (2x2)	095113: Acoustical Panel Ceilings	Replace	Ceiling Tile Replacement	Throughout	2015	25	2040	2022	18	2040	0	2040	Recommend ed	Library Funding	197	S.F.		\$ 9.00	\$ 1,773	\$ 2,532	Full replacement of acoustical panel ceiling installations.
Interior Environments	Ceiling Systems	Acoustic Ceiling Tile (2x2)	Acoustic Ceiling Tile (2x2)	095113: Acoustical Panel Ceilings	Replace	Ceiling Tile Replacement	Throughout	1998	25	2023	2022	5	2023	4	2027	Recommend ed	Library Funding	2,000	S.F.		\$ 9.00	\$ 18,000	\$ 19,873	Full replacement of acoustical panel ceiling installations.
Interior Environments	Ceiling Systems	Ceiling Tile (12X12)	Ceiling Tile (12X12)	095113: Acoustical Panel Ceilings	Replace	Existing 12" x 12' Spline Tile ceiling. Replace with 2x2	Throughout	1977	25	2002	2022	5	2002	25	2027	Recommend ed	Library Funding	5,529	S.F.		\$ 9.00	\$ 49,761	\$ 54,940	Full replacement of acoustical panel ceiling installations.
Interior Environments	Ceiling Systems	Acoustic Ceiling Tile (2x4)	Acoustic Ceiling Tile (2x4)	095113: Acoustical Panel Ceilings	Replace	Ceiling Tile Replacement	Throughout	1977	25	2002	2022	5	2002	25	2027	Recommend ed	Library Funding	1,359	S.F.		\$ 9.00	\$ 12,231	\$ 13,504	Full replacement of acoustical panel ceiling installations.
Interior Environments	Flooring Systems	Other (Update Element Detail)	Other (Update Element Detail)	096513: Resilient Base and Accessories	Replace	Replace floor base.	Throughout	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	1,079	L.F.		\$ 5.00	\$ 5,395	\$ 6,979	Replacing floor base.
Interior Environments	Flooring Systems	Other (Update Element Detail)	Other (Update Element Detail)	096513: Resilient Base and Accessories	Replace	Replace floor base.	Throughout	1998	20	2018	2022	13	2018	17	2035	Discretionary	Library Funding	1,536	L.F.		\$ 5.00	\$ 7,680	\$ 9,935	Replacing floor base.
Interior Environments	Flooring Systems	VCT - 12" x12"	VCT - 12" x12"	096519: Resilient Tile Flooring	Replace	Replace floor material	Throughout	2015	20	2035	2022	15	2035	2	2037	Discretionary	Library Funding	466	S.F.		\$ 9.00	\$ 4,194	\$ 5,645	Replacing floor tile finish.
Interior Environments	Flooring Systems	LVT	LVT	096519: Resilient Tile Flooring	Replace	Replace floor material	Program Room	1998	20	2018	2022	10	2018	14	2032	Discretionary	Library Funding	723	S.F.		\$ 12.00	\$ 8,676	\$ 10,576	Replacing floor carpet tile finish.
Interior Environments	Flooring Systems	Carpet Tile	Carpet Tile	096813: Tile Carpeting	Replace	Replace floor material	Throughout	2015	15	2030	2022	8	2030	0	2030	Recommend ed	Library Funding	7,194	S.F.		\$ 12.00	\$ 86,328	\$ 101,147	Replacing floor carpet tile finish.
Interior Environments	Flooring Systems	Carpet Tile	Carpet Tile	096813: Tile Carpeting	Replace	Replace floor material.	Throughout	1998	15	2013	2022	8	2013	17	2030	Recommend ed	Library Funding	5,862	S.F.		\$ 12.00	\$ 70,344	\$ 82,419	Replacing floor carpet tile finish.
Interior Environments	Flooring Systems	Carpet Tile	Carpet Tile	096813: Tile Carpeting	Replace	Replace floor material.	Throughout	1977	15	1992	2022	8	1992	38	2030	Recommend ed	Library Funding	10,032	S.F.		\$ 12.00	\$ 120,384	\$ 141,049	Replacing floor carpet tile finish.
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	098413 Fixed Sound Absorptive Panels	Replace	Replace acoustic panels	Conf/Meeting Rooms	2015	25	2040	2022	18	2040	0	2040	Discretionary	Library Funding	22	Each		\$ 200.00	\$ 4,400	\$ 6,284	Replace acoustic panels
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	101116: Markerboards & Whiteboard	Replace	Replacement of white board.	Interior	2015	10	2025	2022	10	2025	7	2032	Discretionary	Library Funding	1	EA.		\$ 750.00	\$ 750	\$ 914	Full replacement of all makerboards and whiteboards
Interior Environments	Accessories	Room Signage	Room Signage	101423: Panel Signage	Maintain/Repair	Spot replacement of missing/damaged signs.	Interior	2015	5	2020	2022	2	2020	4	2024	Discretionary	Library Funding	1	EA.		\$ 350.00	\$ 350	\$ 364	Periodic replacement of missing / damaged signs.
Interior Environments	Accessories	Room Signage	Room Signage	101423: Panel Signage	Replace	Full replacment of all panel signage.	Interior	2015	25	2040	2022	18	2040	0	2040	Discretionary	Library Funding	25	EA.		\$ 350.00	\$ 8,750	\$ 12,497	Fiull replacement of all existing panel signage.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	102113.13: Metal Toilet Compartments	Replace	Replace Toilet Partitions	Toilet Rooms	1977	25	2002	2022	10	2002	30	2032	Recommend ed	Library Funding	4	EA.		\$ 1,800.00	\$ 7,200	\$ 8,777	Replacing overhead braced toilet partitions.
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	102113.19 Plastic Toilet Compartments	Replace	Replace Toilet Partitions	Toilet Rooms	2015	25	2040	2022	18	2040	0	2040	Discretionary	Library Funding	4	EA.		\$ 2,200.00	\$ 8,800	\$ 12,569	Replacing overhead braced toilet partitions.
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	102239: Folding Panel Partitions	Replace	Replace Opearable Partition	Program Room	2015	25	2040	2022	18	2040	0	2040	Discretionary	Library Funding	1	EA.		\$ 78,000.00	\$ 78,000	\$ 111,403	Replace folding panel partition.
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	102239: Folding Panel Partitions	Replace	Replace Opearable Partition	Program Room	2015	25	2040	2022	18	2040	0	2040	Discretionary	Library Funding	1	EA.		\$ 23,000.00	\$ 23,000	\$ 32,850	Replace folding panel partition.
Interior Environments	Accessories	Toilet Accessories	Toilet Accessories	102800: Toilet Accessories	Maintain/Repair	Spot replacement of missing/damaged toilet accessory.	Interior	2015	5	2020	2022	5	2020	7	2027	Discretionary	Library Funding	24	EA.		\$ 150.00	\$ 3,600	\$ 3,975	Periodic replacement of missing / damaged toilet accessory.
Interior Environments	Accessories	Toilet Accessories	Toilet Accessories	102800: Toilet Accessories	Maintain/Repair	Spot replacement of missing/damaged toilet accessory.	Interior	1977	5	1982	2022	5	1982	45	2027	Discretionary	Library Funding	17	EA.		\$ 150.00	\$ 2,550	\$ 2,815	Periodic replacement of missing / damaged toilet accessory.
Interior Environments	Accessories	Toilet Accessories	Toilet Accessories	102800: Toilet Accessories	Replace	Full replacement of all toilet accessories.	Interior	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	24	EA.		\$ 150.00	\$ 3,600	\$ 4,657	Fiull replacement of all existing toilet accessories.
Interior Environments	Accessories	Toilet Accessories	Toilet Accessories	102800: Toilet Accessories	Replace	Full replacment of all toilet accessories.	Interior	1977	20	1997	2022	13	1997	38	2035	Discretionary	Library Funding	17	EA.		\$ 150.00	\$ 2,550	\$ 3,299	Fiull replacement of all existing toilet accessories.

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation						Estimated Cost Data - 2021						
											Evaluation Date (Year)	Estimated Remaining Service Life (Years from Evaluation Date)	Anticipated Replacement Date (Year)	Service Life Modification (Calculated)	Replacement (Budget) Year	Priority	Funding Source	Qty (Link to Revit if available)	Unit of Measure Consistency?	Unit of Measure	Unit Cost (cost should be consistent with Evaluation Date Cost for Escalated Budget)	Estimate of Replacement Cost - 2021	Escalated Budget at Budgeted Year based on evaluation date		
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)	Service Life Replacement Date (Year)														Comments	
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	104416: Fire Extinguishers	Replace	Replace Fire Extinguishers	Throughout	2015	10	2025	2022	10	2025	7	2032	Recommend ed	Library Funding	5	EA.	\$	100.00	\$ 500	\$ 609	Replace extinguishers to ensure operable units are available.	
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	115213: Projection Screen	Replace	Replacement of projection screens.	Interior	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	2	EA.	\$	3,000.00	\$ 6,000	\$ 7,762	Full replacement of all existing projection screens.	
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	115216: Projector	Replace	Replacement of projector.	Interior	2015	10	2025	2022	10	2025	7	2032	Discretionary	Library Funding	3	EA.	\$	5,000.00	\$ 15,000	\$ 18,285	Full replacement of all existing projectors.	
Interior Environments	Furniture & Equipment	Accent Furniture	Accent Furniture	120000: Accent Furnishings	Maintain/Repair	Repair or spot replacement of damaged accent furnishings.	Interior	2015	5	2020	2022	5	2020	7	2027	Discretionary	Library Funding	500	S.F.	\$	15.00	\$ 7,500	\$ 8,281	Periodic replacement of obsolete / damaged accent furniture.	
Interior Environments	Furniture & Equipment	Accent Furniture	Accent Furniture	120000: Accent Furnishings	Replace	Full replacement of all accent furnishings.	Interior	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	33,000	S.F.	\$	10.00	\$ 330,000	\$ 426,890	Full replacement of all accent furniture in the library.	
Interior Environments	Furniture & Equipment	Shelving - Library	Shelving - Library	120000: Metal Shelving	Maintain/Repair	Repair or spot replacement of damaged metal shelving.	Interior	1998	5	2003	2022	5	2003	24	2027	Discretionary	Library Funding	25	EA.	\$	900.00	\$ 22,500	\$ 24,842	Periodic replacement of obsolete shelving.	
Interior Environments	Furniture & Equipment	Shelving - Library	Shelving - Library	120000: Metal Shelving	Replace	Full replacement of all metal shelving.	Interior	1998	35	2033	2022	11	2033	0	2033	Discretionary	Library Funding	320	EA.	\$	900.00	\$ 288,000	\$ 358,092	Full replacement of all library shelving units.	
Interior Environments	Furniture & Equipment	Systems Furniture	Systems Furniture	120000: System Furnishings	Maintain/Repair	Repair or spot replacement of damaged system furnishings.	Interior	2015	5	2020	2022	5	2020	7	2027	Discretionary	Library Funding	1	Per Work Station	\$	7,000.00	\$ 7,000	\$ 7,729	Periodic replacement of obsolete / damaged systems furniture.	
Interior Environments	Furniture & Equipment	Systems Furniture	Systems Furniture	120000: System Furnishings	Replace	Full replacement of all systems furnishings.	Interior	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	15	Per Work Station	\$	7,000.00	\$ 105,000	\$ 135,829	Full replacement of all systems furniture in the library.	
Interior Environments	Accessories	Window Treatments	Window Treatments	122413: Window Shades	Replace	Replacement of motorized window shades.	Interior	2015	20	2035	2022	13	2035	0	2035	Discretionary	Library Funding	6	EA.	\$	2,000.00	\$ 12,000	\$ 15,523	Full replacement of all motorized window shades.	
Interior Environments	Accessories	Window Treatments	Window Treatments	122413: Window Shades	Replace	Replacement of manual window shades.	Interior	1998	20	2018	2022	13	2018	17	2035	Discretionary	Library Funding	15	EA.	\$	800.00	\$ 12,000	\$ 15,523	Full replacement of all manual window shades.	
Interior Environments	Accessories	Window Treatments	Window Treatments	122413: Window Shades	Replace	Replacement of manual window shades.	Interior	1977	20	1997	2022	13	1997	38	2035	Discretionary	Library Funding	3	EA.	\$	800.00	\$ 2,400	\$ 3,105	Full replacement of all manual window shades.	
Interior Environments	Casework	Countertop - Laminate	Countertop - Laminate	123623.13: Plastic Laminate Counter-Top	Replace	Replace laminate counters.	Throughout	2015	15	2030	2022	8	2030	0	2030	Recommend ed	Library Funding	154	L.F.	\$	75.00	\$ 11,550	\$ 13,533	2' Deep Countertops	
Interior Environments	Casework	Countertop - Laminate	Countertop - Laminate	123623.13: Plastic Laminate Counter-Top	Replace	Replace laminate counters.	Throughout	1977	15	1992	2022	8	1992	38	2030	Recommend ed	Library Funding	54	L.F.	\$	75.00	\$ 4,050	\$ 4,745	2' Deep Countertops	
Interior Environments	Flooring Systems	Entrance Floor System	Entrance Floor System	124820: Entrance Floor Mats & Frames	Replace	Replace entrance floor system	Vestibule	1977	20	1997	2022	13	1997	38	2035	Discretionary	Library Funding	210	S.F.	\$	18.00	\$ 3,780	\$ 4,890	Replacing recessed entrance floor system.	
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Hardware, All	87100: Door Hardware	Improve	Replace hollow metal doors hardware	Interior	1998	25	2023	2022	15	2023	14	2037	Discretionary	Library Funding	1	EA.	\$	3,500.00	\$ 3,500	\$ 4,711	Replace Double Door Hardware	
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Hardware, All	87100: Door Hardware	Improve	Replace hollow metal doors hardware	Interior	1977	25	2002	2022	15	2002	35	2037	Discretionary	Library Funding	5	EA.	\$	2,500.00	\$ 12,500	\$ 16,823	Replace Hardware	
Interior Environments	Interior Doors And Hardware	Door, Wood	Hardware, All	87100: Door Hardware	Improve	Replace door hardware	Interior	2015	25	2040	2022	15	2040	-3	2037	Recommend ed	Library Funding	12	EA.	\$	1,750.00	\$ 21,000	\$ 28,263	Replace Hardware	
Interior Environments	Interior Doors And Hardware	Door, Wood	Hardware, All	87100: Door Hardware	Improve	Replace double door hardware	Interior	2015	25	2040	2022	15	2040	-3	2037	Recommend ed	Library Funding	3	EA.	\$	2,000.00	\$ 6,000	\$ 8,075	Replace Double Doors Hardware	
Interior Environments	Interior Doors And Hardware	Door, Wood	Hardware, All	87100: Door Hardware	Improve	Replace door hardware	Interior	1998	15	2013	2022	15	2013	24	2037	Recommend ed	Library Funding	6	EA.	\$	1,750.00	\$ 10,500	\$ 14,132	Replace Hardware	
Interior Environments	Interior Doors And Hardware	Door, Wood	Hardware, All	87100: Door Hardware	Improve	Replace door hardware	Interior	1977	10	1987	2022	15	1987	50	2037	Recommend ed	Library Funding	12	EA.	\$	1,750.00	\$ 21,000	\$ 28,263	Replace Hardware	
Interior Environments	Interior Doors And Hardware	Door, Wood	Hardware, All	87100: Door Hardware	Improve	Replace doubledoor hardware	Interior	1977	10	1987	2022	15	1987	50	2037	Recommend ed	Library Funding	3	EA.	\$	2,000.00	\$ 6,000	\$ 8,075	Replace Double Doors Hardware	
Building Systems	Electrical	Fire Alarm - Horn/Strobe	Fire Alarm - Horn/Strobe	Division 21 Fire Suppression	Improve	1977 Original Building - Notification Devices and Improved Visual Coverage	General	1976	25	2001	2022	5	2001	26	2027	Recommend ed	Library Funding	1	EA.	\$	50,000.00	\$ 50,000	\$ 55,204	Existing Edwards EST2 FACP (2015) is in good condition, addition ADA visual coverage required in 1978 original building.	
Building Systems	Electrical	Fire Alarm - Horn/Strobe	Fire Alarm - Horn/Strobe	Division 21 Fire Suppression	Improve	1998 Addition - Notification Devices and Improved Visual Coverage	General	1998	25	2023	2022	1	2023	0	2023	Recommend ed	Library Funding	1	EA.	\$	30,000.00	\$ 30,000	\$ 30,600	Existing Edwards EST2 FACP (2015) is in good condition, addition ADA visual coverage required in 1978 original building.	
Building Systems	Electrical	Fire Alarm - Horn/Strobe	Fire Alarm - Horn/Strobe	Division 21 Fire Suppression	Replace	2015 Addition - Notification Devices	General	2015	25	2040	2022	18	2040	0	2040	Recommend ed	Library Funding	1	EA.	\$	30,000.00	\$ 30,000	\$ 42,847	Once past useful life existing Edwards EST2 FACP (2015) and 2015 Addition notification devices would need to be replaced.	
Building Systems	Fire Protection	Other (Update Element Detail)	Other (Update Element Detail)	Division 21 Fire Suppression	Replace	1977 Original Building	Mechanical Room	2015	15	2030	2022	13	2030	5	2035	Recommend ed	Library Funding	1	EA.	\$	30,000.00	\$ 30,000	\$ 38,808	Fire Pump and Controller	
Building Systems	Plumbing	Domestic Service Mains	Domestic Service Mains	Division 22- Plumbing	Improve	1977 Original Building	Mechanical Room	1977	10	1987	2022	2	1987	37	2024	Recommend ed	Library Funding	2	EA.	\$	15,000.00	\$ 30,000	\$ 31,212	The building does not have a backflow preventer on the plumbing or fire protection side of the water service.	
Building Systems	Plumbing	Piping (Mains & Branches)	Piping (Mains & Branches)	Division 22- Plumbing	Replace	1977 Original Building	Below Slab	1977	40	2017	2022	2	2017	7	2024	Urgent	Library Funding	1	EA.	\$	75,000.00	\$ 75,000	\$ 78,030	This item will require additional investigation by a plumber as it is our understanding the Library has issues with the sanitary line backing up from what is believed to be a lack of proper slope.	
Building Systems	Plumbing	Water Heaters	Water Heaters	Division 22- Plumbing	Replace	1977 Original Building	Mechanical Room	2018	8	2026	2022	4	2026	0	2026	Recommend ed	Library Funding	1	EA.	\$	5,000.00	\$ 5,000	\$ 5,412	40 Gallon electric water heater.	
Building Systems	Plumbing	Water Heaters	Water Heaters	Division 22- Plumbing	Replace	2015 Addition	Storage Closet	2015	8	2023	2022	1	2023	0	2023	Recommend ed	Library Funding	1	EA.	\$	4,000.00	\$ 4,000	\$ 4,080	30 Gallon electric water heater	
Building Systems	Plumbing	Pumps	Pumps	Division 22- Plumbing	Replace	1977 Original Building - Dom Waster Booster Pump	Mechanical Room	2015	15	2030	2022	13	2030	5	2035	Recommend ed	Library Funding	1	EA.	\$	20,000.00	\$ 20,000	\$ 25,872	Domestic Water Booster Pump	
Building Systems	Mechanical	Air Handling Unit	Air Handling Unit	Division 23 - Heating Ventilating	Replace	1998 Addition	Roof	2015	20	2035	2022	13	2035	0	2035	Recommend ed	Library Funding	1	EA.	\$	95,000.00	\$ 95,000	\$ 122,893	Trane RTU on East side of 1998 Addition 25 Ton	
Building Systems	Mechanical	Air Handling Unit	Air Handling Unit	Division 23 - Heating Ventilating	Replace	1998 Addition	Roof	2015	20	2035	2022	13	2035	0	2035	Recommend ed	Library Funding	1	EA.	\$	85,000.00	\$ 85,000	\$ 109,957	Trane RTU on West side of 1998 Addition 20 Ton	
Building Systems	Mechanical	Air Handling Unit	Air Handling Unit	Division 23 - Heating Ventilating and Air Conditioning	Replace	2015 Addition	Roof	2015	20	2035	2022	13	2035	0	2035	Recommend ed	Library Funding	1	EA.	\$	150,000.00	\$ 150,000	\$ 194,041	Aaon Unit on 2015 Addition 20 Ton with ERW VAV	
Building Systems	Mechanical	Air Handling Unit	Air Handling Unit	Division 23 - Heating Ventilating and Air Conditioning	Replace	1977 Original Building	Mechanical Room	1977	25	2002	2022	5	2002	25	2027	Required	Library Funding	1	EA.	\$	125,000.00	\$ 125,000	\$ 138,010	Approx. 5,000 CFM constant volume with duct reheat coils. All electric heat.	

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NOTE: THE LARGE CURTAIN WALL FACING THE INTERSECTION RESULTS IN SIGNIFICANT NOISE TRANSMISSION INTO THE MEETING ROOM.

BASE SILL FLASHING IS MISSING UNDER ENTIRE LENGTH CURTAIN WALL SYSTEM

MULTIPLE INSULATED PANELS ARE DAMAGED. THE INSULATING VALUE OF THE PANELS COULD BE IMPROVED.

SEALANT FAILURE & MISSING SEALANT, AT SEVERAL LOCATIONS IN CURTAIN WALL

CURTAIN WALL COMPONENTS ARE NOT TIGHTLY FIT TOGETHER, LEAVING GAPS THAT ALLOW AIR/MOISTURE INFILTRATION

HOLLOW METAL DOOR FINISH IS FADED. REQUIRES NEW PROTECTIVE COATING (Note 5)

COMPRESSIBLE FILLER BETWEEN WALL AND STOOP IS PARTIALLY MISSING (Note 6)

LINTEL AT WINDOW IS RUSTED.

PREFABRICATED WEEP VENTS ARE LOOSE AROUND WINDOW

BROKEN BRICK AT BOTTOM CORNER

SEALANT FAILURE & MISSING SEALANT, AT SEVERAL LOCATIONS IN CURTAIN WALL

RUSTING LINTEL(S) TYP. THIS ELEVATION

NEW SIDING INSTALLATION IS OFFSET FROM ORIGINAL FRAMING. THIS HAS LEFT A GAP BETWEEN THE ORIGINAL CONSTRUCTION AND SIDING. THIS GAP IS ALLOWING AIR/MOISTURE INFILTRATION DIRECTLY INTO THE BUILDING

SEALANT FAILURE AT WINDOW PERIMETERS, TYPICAL THIS ELEVATION

MISSING HEAD JOINTS & CRACKED BRICKS IN BRICK SILL

SEALANT JOINT WIDTH IS ABNORMAL, THE INTEGRITY OF THE SEALANT REQUIRES CONSISTENT MONITORING TO PREVENT WATER INTRUSION

BREAK IN THE FDN. WALL AT BASE

SEALANT & MORTAR FAILURE AT WINDOW PERIMETER.

HOLLOW METAL FRAME RUSTED AND DETERIORATING.

BRICK JOINTS CRACKING AND FALLING OUT.

LARGE AREA OF RUST STAINING

NOTE: EXTERIOR WALLS OF 1977 BUILDING DID NOT CONTAIN INSULATION. THESE WALLS ARE NOT PROVIDING ANY THERMAL PROTECTION FOR THE BUILDING.

NOTE: EXTERIOR WALLS OF 1998 CONSTRUCTION ARE PROVIDING AN EFFECTIVE INSULATION LEVEL OF 7.1R WHICH IS 54% LESS THAN CURRENT CODE REQUIRES.

OPEN HEAD JOINTS BETWEEN COPING STONES IS ALLOWING WATER INFILTRATION

SEVERE WATER DAMAGE, CRACKING AND SPALLING OF BRICKS AND DETERIORATION OF MORTAR JOINTS, EFFLORESCENCE (BOTH SIDES)

CURVED COURTYARD WALL IS DISPLACED FROM FOUNDATION AND LEANING OUTWARD.

RUSTING BASE FLASHING AT WINDOW SILLS (Note 2)

WINDOW SEAL FAILURE - CONDENSATION IN BETWEEN DOUBLE PANES - INSULATION VALUE DEPLETED. SIGNS OF WATER INFILTRATION. (Note 1)

RUSTING LINTEL(S) TYP. THIS ELEVATION

SEALANT FAILURE AT WINDOW PERIMETERS, TYPICAL THIS ELEVATION

DAMAGED BRICK AT BASE OF WALL. PARTIALLY DISPLACED.

WALL PENETRATION / WALL MOUNTED DEVICE NOT PROPERLY SEALED (Note 4)

CRACK/SPALLING ON CONC. FDN. WALL FACE (NOTE 3)

SEALANT FAILURE AT JOINT OF LOW WALL TO HIGH WALL

PLASTER CEILING IN ALCOVE IS SHOWING WATER DAMAGE WITH THE FINISH PEELING

SIGNIFICANT WATER DAMAGE, CRACKING AND SPALLING OF BRICKS AND DETERIORATION OF MORTAR JOINTS (BOTH SIDES) & STONE CAP

02/21/2023

EXISTING FLOOR PLAN - EXTERIOR ASSESSED ITEMS FRANKFORT PUBLIC LIBRARY

01

21119 S Pfeiffer Rd, Frankfort, IL 60423

NOTE: THE ELECTRICAL SYSTEM SERVING THE 1977 & 1998 SECTIONS OF THE BUILDING IS IN FAIR CONDITION. THE SWITCHGEAR AND DISTRIBUTION PANELS ARE PAST THEIR LIFE EXPECTANCY THOUGH AND WILL BE MORE DIFFICULT TO MAINTAIN AS TIME GOES ON.

NOTE: SOME ORIGINAL ELECTRICAL PANELS ARE MANUFACTURED BY FEDERAL PACIFIC. CLASS ACTION LAWSUIT AGAINST THE COMPANY DETERMINED THAT THE STAB LOK STYLE PANELS WERE DEFECTIVE. INSURANCE COMPANIES ARE REQUIRING ANY PANEL BY FEDERAL PACIFIC BE REPLACED.

NOTE: A NUMBER OF ELECTRICAL FLOOR OUTLETS ARE IN RAISED HOUSINGS. THIS CAN BE A SAFETY HAZARD AND IT FIXES FURNITURE TO THAT LOCATION TO PROVIDE PROTECTION. LIMITING FLEXIBILITY TO RE-ORGANIZE THE FURNITURE LAYOUT

NOTE: THE FIRE ALARM SYSTEM IS IN GOOD CONDITION. ADDITIONAL NOTIFICATION DEVICES ARE NEEDED IN THE 1977 AND 1998 BUILDING TO MEET CURRENT CODE REQUIREMENTS.

WATER DAMAGE IS VERY EVIDENT WITHIN ROOM WITH RECENT MITIGATION WORK COMPLETED. THE ISSUE REQUIRES MODIFICATIONS TO THE GRADING OUTSIDE OF THIS ROOM

NOTE: INTERIOR FINISHES ARE SHOWING WEAR IN A NUMBER OF LOCATIONS TYPICAL OF THE LEVEL OF USE AND THE AGE OF THE PRODUCTS.

NOTE: FOUR SERVICE POINTS IS NOT TYPICAL FOR THE SIZE OF THE BUILDING. THIS IS A FUNCTION OF THE LENGTH OF THE BUILDING.

NOTE: ISOLATED STAFF AREAS IN LIEU OF BEING GROUPED TOGETHER HAS AN IMPACT ON EFFICIENCY AND COLLABORATION. THE STAFF SPACES ARE JUST LARGE ENOUGH FOR THE WORKSTATIONS. THERE IS LIMITED OFF DESK WORK AREA OR SUPPLEMENTAL STORAGE OPPORTUNITIES.

NOTE: HAVING INTEGRAL LIGHTING ATTACHED TO THE SHELVING UNITS HAS THE ADVANTAGE OF PROVIDING DIRECT LIGHT TO THE SHELVES, BUT IT LIMITS FLEXIBILITY IN RE-ORGANIZING THE STACKS TO PROVIDE IMPROVED SITE LINES AND COLLECTION DEFINITION.

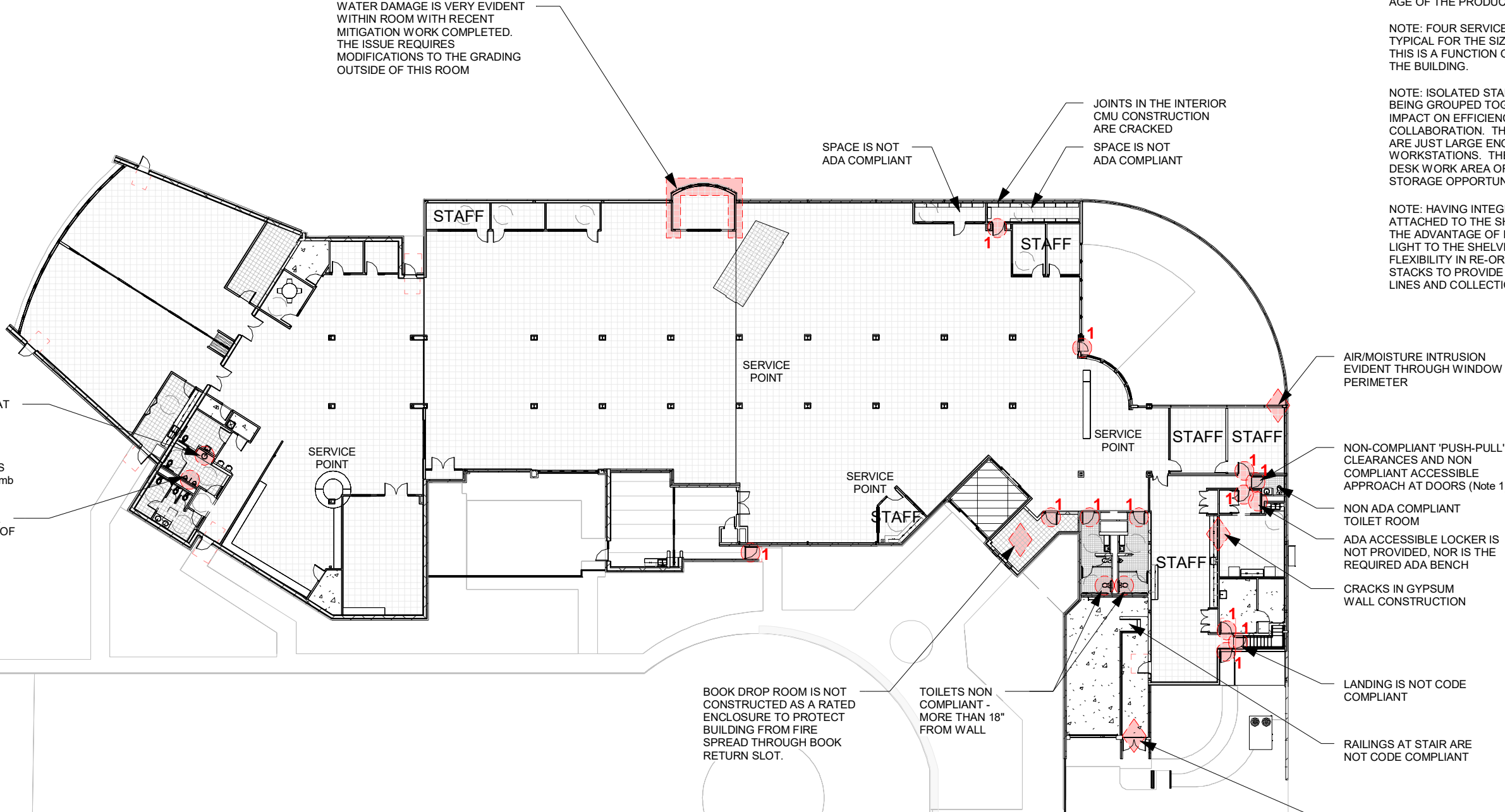
PLUMBING CODE REQUIRES THAT LAVATORIES BE PROVIDED AT A RATIO OF NOT LESS THAN 1 LAVATORY FOR EVERY TWO TOILET FIXTURES. WITH THREE TOILET FIXTURES, 2 LAVATORIES SHOULD BE PROVIDED. Ill St. Plumb Code 890.810 a), 2), C)

SUBSTITUTION OF URINALS FOR TOILETS CAN NOT EXCEED 50% OF REQUIREMENT. THE PLUMBING ANALYSIS USED FOR THE 2015 PROJECT IS QUESTIONABLE

NOTE: THE MECHANICAL AIR HANDLING UNIT SERVING THE 1977 PORTION OF THE BUILDING IS OUTDATED AND PAST ITS RECOMMENDED SERVICE LIFE. THE SYSTEM DOES NOT HAVE ANY ZONE CONTROL FOR COOLING DEMAND. THE SYSTEM DOES A POOR JOB AT REMOVING HUMIDITY.

NOTE: THE BUILDING'S MECHANICAL SYSTEMS ARE EACH INDEPENDENT OF THE OTHER. THERE IS NO CENTRAL CONTROL SYSTEM THAT UNIFIES THE OUTPUT OF EACH, PROVIDING NO EFFICIENCY OR COORDINATION.

NOTE: SUBSTITUTION OF URINALS FOR TOILETS CAN NOT EXCEED 50% OF REQUIREMENT. THE PLUMBING ANALYSIS USED FOR THE 2015 PROJECT IS QUESTIONABLE



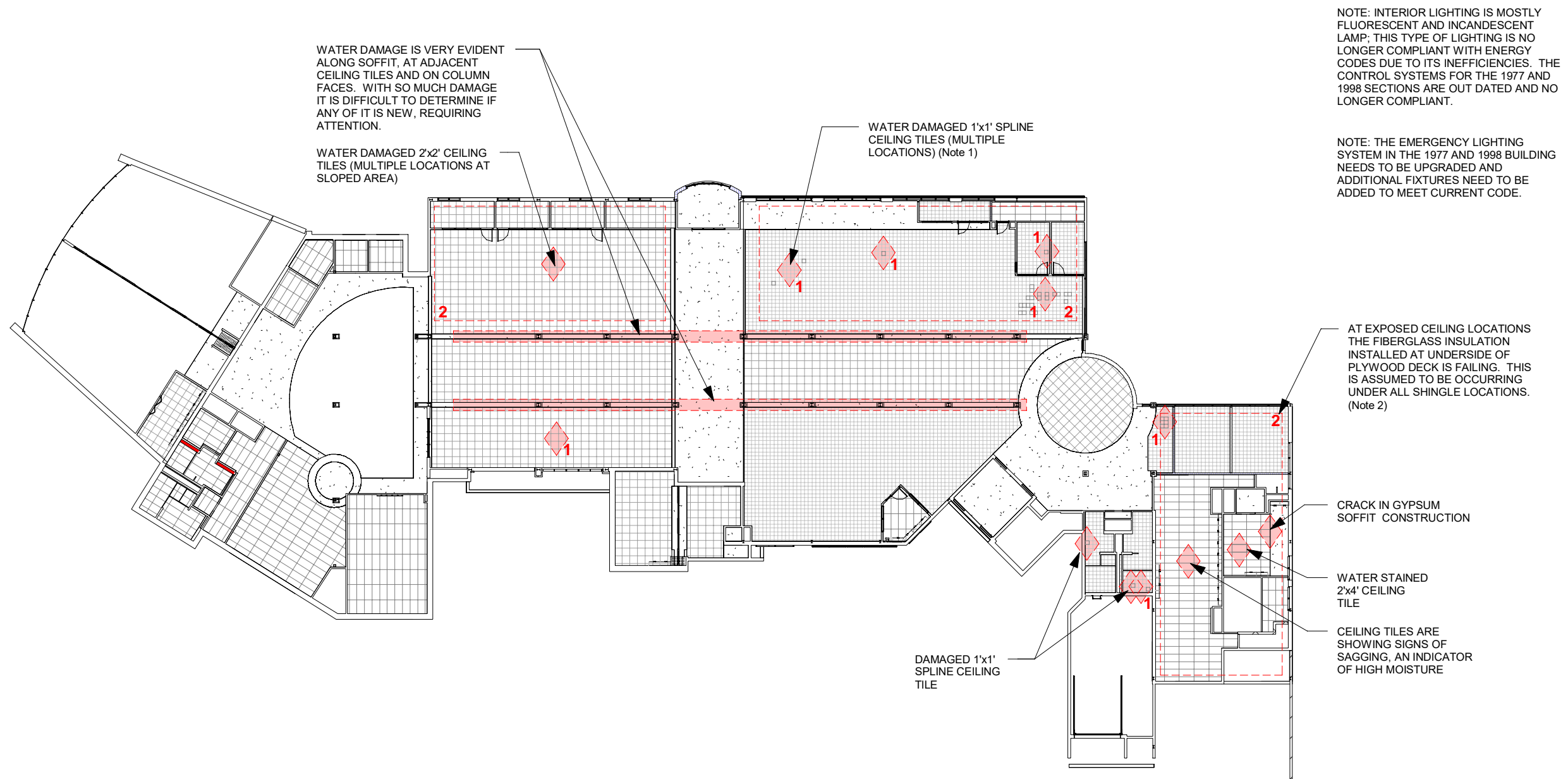
EXISTING FLOOR PLAN - INTERIOR ASSESSED ITEMS

FRANKFORT PUBLIC LIBRARY

02/21/2023

02

21119 S Pfeiffer Rd, Frankfort, IL 60423



02/21/2023

EXISTING REFLECTED CEILING PLAN - ASSESSED ITEMS FRANKFORT PUBLIC LIBRARY

03

21119 S Pfeiffer Rd, Frankfort, IL 60423

A FACILITY ASSESSMENT FOR THE FRANKFORT PUBLIC LIBRARY DISTRICT

21119 S Pfeiffer Road, Frankfort Illinois 60423

March 14, 2023

PREPARED BY.
STUDIOGC INC
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INTRODUCTION

This document assesses the condition and capacity of the existing Frankfort Public Library District building. Evaluating site conditions, the building exterior envelope, exterior architectural elements, structural conditions, interior architectural elements, and building engineering systems. The objective of the report is to provide the Library with an understanding of the building's current state and its needs. The assessment includes short commentary on the existing building components and provides recommended repairs and upgrades the library should consider.

There are 4 parts to this facility assessment as follows:

- Site and Architecture assessment by Studio GC
- Building Engineering Systems assessment by IMEG engineers
- Highlighted project listing and analysis of anticipated capital costs
- Overall Capital Improvement Spreadsheet

The assessment is based on site observations conducted in September, October, and November of 2022.

OVERVIEW AND BUILDING HISTORY

The Frankfort Public Library District facility is a single story 27,560 square foot structure with a partial lower level. Located at the corner of Lincoln Highway and S Pfeiffer Road, the library sits on a parcel of land that is 6.10 acres in size. (PIN 19-09-23-300-024-000) The library also owns two adjacent parcels to the East that were previously residential properties (PIN 19-09-23-300-027-000 & 19-09-23-300-028-000). The building is positioned at the North end of the property with the parking lot directly to the South of the building.

The current building was constructed in three phases over its history. The original building's East end is partially built into a small hill, setting the floor level approximately 3'-0" below the grade. The grade tapers as you move West and South; eventually placing the grade below the floor level. The original construction from 1977 has a partial basement that is 1,400 square feet. The two subsequent additions did not include a basement level. The accompanying site plan and floor plan illustrate the current state of the building and site.

Building Timeline

- 1977 – Original Library Building of 12,640sf
(O'Donnell, Wickhund, Pigozzi Architects Inc.)
- 1998 – Library Single Story Addition of 6,120sf (Olivieri Brothers)
- 2015 – Library Single Story Addition of 8,800sf (Olivieri Brothers)
- 2020 – Roof Replacement (Robert Juris & Associates Architects, Ltd.)
- 2021 – Siding Replacement (Robert Juris & Associates Architects, Ltd.)

ARCHITECTURAL ASSESSMENT

Site Components

Site Grading & Landscaping

The site grading is predominantly draining away from the building. On the North and West sides of the building the drainage is uninterrupted to the public way. On the East side of the building the drainage runs to the library owned undeveloped parcel. The South side of the building, which includes the parking lot, drains to a detention area at the South end of the property.

There are two noted grading trouble spots. The first is within the staff parking area. A catch basin, located close to the garage door, serves the North end of the area. The asphalt paving has recently been replaced with concrete to stabilize the paving condition around the storm structure. The remainder of the staff parking area sheet drains to the South. It is the section that sheet drains, during the winter especially, that has icing issues. The second trouble spot is along the North elevation at the intersection between the 1977 building and 1998 addition. There is a small landscaping berm that was created in front of the reading room window, with leftover excavation material, that is channeling and retaining water in this location. There has been water intrusion into the building attributed to this drainage issue and the grade at the end of the berm has been saturated with water on every visit to the site.

The building landscaping is predominantly turf areas with targeted trees, shrubs and decorative plantings. There are mulched planting beds that flank the main entry and run along the front façade of the building. There are some areas where the mulch has been built up above the joint between the top of foundation wall and base brick course. Having the ground at this level, makes water intrusion more likely through this construction joint. There is also a long mulched planting bed which frames the West and South sides of the parking lot. A few of the trees on the property appear to be in distress or have died. None are of a size to be an immediate concern. The plantings

within the mulched zone along the South end of the parking lot are mostly in distress or have died. The mulch is showing signs of wash out into the turf area beyond.

There is an existing protected wetland at the Southeast corner of the property. (Will County Classification Code PFO1A) The property is not in a floodplain per FEMA's national database of flood maps.

Item To Be Addressed

The trouble spot in the staff parking lot should be resolved as it is a safety concern. The parking lot area needs to be adjusted so it properly drains. This can likely be accomplished through grading. One option would be to create a ridge in the middle and sheet drain to the East and West ends. Another would be to increase the degree of slope to the South and adjust the landscape area beyond to channel the water away more effectively. The last option would be to add another storm structure and regrade the parking area to feed into the new drain.

The trouble spot along the North elevation of the building should be rectified to eliminate the current water infiltration into the building. The plantings and berm should be removed, and the area regraded to provide positive drainage away from the building.

The mulched areas around the building should be adjusted so the top of the mulch is below the joint between the foundation and first brick course to allow for proper drainage. It is recommended to have the grade a minimum of two inches below this joint. When performing this work it is critical that the end results have the grade pitch away from the building.

Site Utilities

The site utilities have changed significantly over the life of the building. The original 1977 building domestic water service was supplied from a well on the East side of the property. During the 1998 addition the well was abandoned in place. Part of the well is still visible today. A new 4" line serving the building was connected to infrastructure coming from Lincoln Highway along the East elevation of the building. The pressure connection was placed within a valve vault underground. The line wrapped around the Southeast corner of the building and entered into the partial basement under the staff patio. In 2015, the existing water service was deemed adequately sized so an upgraded service was not provided. The drawings from 2015 indicate a 20'-0" water easement that runs through the property East to West approximately 15'-0" North of the building. The valve vault was shown within this easement on the survey. The water service exists as such today without further modifications. There is a fire hydrant on both the North

and West sides of the property that are easily accessible, providing the necessary water for use in fighting a potential building fire. There are no assessed issues with the water utility.

The original electrical service was provided from infrastructure located along Lincoln Highway, with the transformer situated on the East side of the building 30'-0" North of the well. The service was divided upon entering the building; measured through two meters that were located in the basement. The 1998 addition did not require an upgrade to the service, so the existing infrastructure remained as is. In 2015, the new addition required additional power. The decision was made to provide a second service run from the power poles located next to Lincoln Highway. The new transformer was placed 5'-0" from the North building elevation. There were two meters set on the outside wall (one that monitors for general use and one that monitors for heating loads). The electrical service exists as such today without further modifications. There are no assessed issues with the electrical utility.

The original building sanitary system line was a four inch line that ran to a 70' x 100' septic field that was on the West end of the building. About halfway between the building outlet point and the septic field, an underground septic tank was installed. The 1998 addition required that septic field to be relocated. A new sanitary structure was placed at the original septic tank location and a four inch line was run to the Southeast under the parking lot. A new septic tank was installed approximately 135' down the new line. The line then continued another 180' to the 60' x 200' septic field located in the Southeast section of the property. In 2015 the septic field system was abandoned entirely. A new sanitary structure was installed at the 1998 septic tank and a new 6" line was installed. That new line continued through four more structures travelling 581 feet. The line then transitioned to a ten-inch line which traveled an additional 131 feet to connect to an existing sanitary main in the far Southeast corner of the adjacent property that the library owns. A sanitary easement was created in the back corner of the library property and across the adjacent owned property as part of the work. The sanitary service exists as such today without further modifications. With over 940 linear feet of sanitary piping on library property there is a lot of pipe to maintain. Not surprisingly there is a known issue with the sanitary system which causes the system to back up. It is believed that the piping pitch is the cause of the problems. Service work had been done from inside the building, cleaning the line outward. More recently, the service work needed to be done from one of the outside sanitary structures. A sign of a growing issue.

The storm system in 1977 was minimal. The building storm water collection was run to open grade around the structure through downspouts and two wall drain outlet points. The parking lot had one solitary storm structure in front of the book mobile garage

which collected some of the stormwater. The remainder of the parking lot sheet drained to grade. It is believed that the two sump pits in the basement were pumped to the solitary structure and then gravity drained to grade along the East side of the property. The building information available does not specifically denote what the 24" or the 36" sump pits are collecting. It is assumed the 24" is for a drain tile system around the basement foundation. The 36" sump pit is likely for drain tile along the perimeter of the building and for the storm drain in the courtyard. In 1998, the underground storm system expanded, but draining to grade was still part of the solution. The majority of the building addition stormwater was collected through underground infrastructure. Only the shingle roof portion of the building addition was drained through downspouts to grade. Stormwater was removed from the public parking area through the new underground infrastructure. This, plus the collected building stormwater, was then gravity drained to the South end of the property into a detention area and then overland to the Southeast. The East side of the parking lot used the existing drain that was installed in 1977 and the remainder sheet drained to grade toward the Southeast. In 2015, the building addition and parking lot storm water collection continued to use a combination of surface drainage and underground infrastructure. One surface mounted downspout served the addition with the remaining stormwater collected into underground piping. The expanded parking lot continued to drain to storm structures and directly to grade. During this project, the drain piping was run to the Southeast corner of the property. Drains within the municipal right of way and the combined detention areas are designed to flow into the storm piping. A 100-year restrictor was installed in the piping run and a 2 year restrictor was installed closer to the outlet point in the Southeast corner. The storm system exists as such today with one additional modification. In 2021, the perimeter downspouts were connected to underground piping that was run to daylight further away from the building foundation or into some self-contained plastic catch basins. Standing water was observed in all of these drain outlets that could be found. It appears that some of the outlet points are fully buried under the grass. During the on-site review, it was also observed that some of the detention flared sections were clogged with plant growth.

The telecommunication utility, similar to the electrical service, was run from infrastructure along Lincoln Highway along the east side of the building and into the partial lower level in 1977. In 1998, that existing pathway was unchanged. No additional telecommunication service lines were run per the drawings. In 2015, there was no indication on the drawings of a new added service line. It is expected that at some time between 1998 and today, a service line (or two) for the internet providers (Comcast & AT&T) were added. Both of these could have been direct buried and run along the original telecommunication line from 1977. This would be the most plausible explanation with the distribution points for all telecom services being in the basement.

The telecommunication service exists as such today without further modifications. There are no assessed issues with the telecom utility.

Item To Be Addressed

The drainage issues through the sanitary system piping should be addressed. It is recommended that the entire length be videoed to locate any breaks or pipe displacement. Any found problems should be uncovered and repaired. If the integrity of the piping and connections are not compromised, the slope of the piping could be adjusted. This will require sections of the piping run, and their connecting structures, to be removed and reset at new elevations. If modifying the slope of the piping will not resolve the issue, a grinder pump can be installed in the system to break down solids and push the flow of material.

The sump pump basins should be investigated to confirm what drain piping is connected to each and that there are no issues with any of that system. The operation of any drain tile is important to the health of the building's foundations. This precautionary measure will also ensure there is not a backup in the basement area from one of these pits. The storm structures and outlet points around the site should be checked and cleared of all plant growth and all other debris. The outlets holding water should be monitored to ensure they are drying out between rain events. The grass around the outlet points should be cut back to allow for proper drainage. Any outlet that is buried should be found and uncovered.

Parking Lot Components

The asphalt parking lot has grown over the life of the building. Originally 30,000sf in 1977, it is now over 75,000sf consisting of 159 standard spaces and six accessible spaces. The entire parking lot area is to the South of the building with the public parking to the West of the entry drop off circle. A designated staff parking area of 16 stalls is to the East of the drop off circle. Access to the bookmobile garage is within the staff section of the lot. The refuse pickup area is also incorporated into the staff parking area. The paving exists as such today without further modifications. From our team's observations, the asphalt paving overall was not in terrible shape. There is a fair amount of cracking across the asphalt surface, but this is typical in parking lots as they age. There are some areas that the surface is worn which is also a function of time. No significant deformation of the surface, rutting or potholes, was observed. The grading of the parking lot provides positive drainage to the storm drains or to the perimeter. Excluding the South portion of the staff parking lot as noted earlier in the report.

The entry curb cut, and parking islands were defined with concrete curbs during the 2015 project. Prior to that no curbs were provided. The concrete curbs were in good

shape during the team's site observation. The remainder of the lot had an unprotected asphalt edge. The edge looked to be holding up well; no significant deterioration was occurring. Precast concrete wheel stops are installed at all perimeter parking spaces. There are four locations in the staff parking area where the wheel stops have been pushed out of position.

There were six storm drain structures within the public parking area. The structures were not all interconnected. Two structures were independent and run to their respective outlet to a detention area. There were four structures that were tied together and then combined with the storm drainage coming from the building roof drains. All of this was then routed to a different outlet point in the large detention area to the South. There are no assessed issues with the storm structures in the lot.

Items To Be Addressed

The parking lots should be seal coated, with the cracks patched and the lines repainted. At some point within the next 10 years the library should consider milling the surface and overlaying it with a new surface course to improve the longevity. The concrete curb stops that are out of position should be adjusted.

Concrete Paving - Flatwork

The building construction has a concrete paved entry plaza between the drop off circle and front door. The bookmobile garage is flanked by concrete poured walls with an integral stair and raised platform on the East side. The stair and platform are connected to the staff entry with a curved sidewalk. The walled in courtyard on the Northeast side of the building also includes a concrete paved patio that covers about 50% of the area. This was all original to the 1977 building. In 1998, an additional sidewalk was installed to connect the parking lot and a proposed bike path in the right of way to the existing entry plaza. In 2015, additional sidewalks were added to connect to exit points from the new addition. Stoops were also provided at the exit doors on the North and West side. Tactile warning surfaces were added at the curb cut cross walk and at the accessible parking stalls. Interestingly, a tactile warning surface was not installed along the drop off lane. Not having a tactile surface at this transition is not compliant with accessibility standards. The outdoor concrete paved reading patio was constructed in the latest project. The concrete paving exists as such today without further modifications.

The condition of the concrete paving around the site varies. At the existing bike rack on the West side of the property, the surface is deteriorated a bit more than the adjacent surfaces. Gaps have also opened between the different sections. Indicating that the age between the pours is different. The sidewalks and entry plaza that run along the

South façade are showing signs of deterioration. In the form of minor spalling, cracking, and staining. All of which is consistent with the age of the concrete. The concrete that frames the book mobile garage, the stair and platform have more significant degradation. Sections of the concrete have fallen away at the horizontal seam and there are cracks crisscrossing the platform surface. The original courtyard paving appears to be in good shape for its age. However, the concrete has settled. The transition from the exit door to the flatwork is approximately 4" which makes the patio non-compliant with accessibility guidelines. The settling now directs stormwater toward the building which can create a water infiltration issue. The reading patio and most recent sidewalks and stoops from the 2015 work still appear to be in good shape.

Items To Be Addressed

The spalls in the concrete flatwork can be patched as a short-term fix. As the deterioration becomes more significant, the concrete should be replaced. This should be done prior to any crack becoming wide enough to be a safety concern (more than 3/4") or there is any vertical displacement in the surface (more than 1/4").

The concrete framing the book mobile garage and the adjacent stair and platform should be addressed. The amount of cracks, surface weathering, and missing pieces will allow for more rapid deterioration as water and salt is able to permeate beyond the surface. The voids should be patched, cracks filled and surfaces fully coated with an engineered dressing. Using a full coverage product that will provide longer lasting protection is warranted as replacement is more complicated than the normal flatwork, and more costly.

Tactile warning pads or tiles should be installed along the drop off lane at the library's earliest opportunity. This a safety issue and it is non-compliant with current ADA requirements. There are a number of surface applied solution that will not require the concrete to be replaced.

The patio in the original courtyard requires immediate attention. The concrete should be lifted in place to bring the surface up to the access door to meet accessibility requirements. Lifting the paved area will also pitch the surface away from the building keeping water away from the exterior walls. The lifting can be done with a traditional slurry or with foam.

Reading Patio, Walled Courtyard & Other Site Components.

The site had a few miscellaneous features that shall be addressed in this section.

A monumental sign was constructed during the 2015 project. The masonry

construction, metal coping and cast metal letters were all in good shape. The stone coping pieces were correctly sloped to shed water. There are no assessed issues with the monument sign.

The site was lit by two different styles of fixtures. Both were pole mounted and on a concrete base. The bases located around the parking lot were on a higher base as is appropriate. The fixtures and bases looked to be in good shape. The lighting for security purposes was perceived to be adequate. There are no assessed issues with the site lighting, however if allowable per local ordinance the lighting could be brighter.

There were various traffic and parking signs installed. Signs were positioned as required and were clearly visible. A few of the signs were starting to lean a small amount.

The flagpole was installed to the South of the main entry. The foundation looked solid with the pole secure. The base of the flagpole finish was well worn.

There were two set of protective bollards installed around the entry to the building. Two were set in the concrete in front of a bike rack. The other two were surface mounted and flanked the material return unit in a landscape island at the center of the circular drop off lane. The bollards were painted safety yellow and were secure. No further traffic protection was provided between the drive aisle and front entry plaza which has a depressed curb along approximately 50 feet.

A patio for staff was defined by a brick paver area near the staff entrance. The patio was accessed through an uneven flag stone path. This area was surrounded by loose stone. The brick paver section looked stable and in good shape. The flagstone path had multiple pieces that are broken and were settling at different elevations making for an uneven surface. This was a very short length, but the unevenness presented a safety issue due to the trip and fall hazard. The flagstone path also did not provide an accessible path to the brick paver patio and the staff seating area. The other outdoor staff seating area is situated on top of an existing air intake louver that is also not on an accessible path.

There were three sections of metal railings installed around the staff entry. The railing placed on top of the West concrete wall which framed the book mobile garage showed signs of much rust. Where the pipes penetrated the concrete surface, there were signs of cracking or loosening in the supporting concrete. There were voids around the pipes that could allow water to seep into the concrete. The short railing that served the cast in place stair and ran a short distance on the platform was in a similar condition. That railing should be continuous along the perimeter edge of the raised platform and return back to the exterior brick wall. The current condition does not meet current accessible

or OSHA standards. A handrail should also be on the other side of the stair. A handrail on both sides of a stair is an ADA and OSHA requirement. The third section of railing was installed by the staff entry, separating the walk from the air intake grate. This metal railing had spots of rust and the surface was a well-worn. The coating on all of the metal railing sections is in need of replacement to provide protection from further degradation.

A small wooden railroad tie retaining wall frames a planter area between the front entry and bookmobile garage. The railroad ties looked to be in fair shape. The wall was leaning which is typical for this type of wall. The ground that the wall is meant to retain ends up pushing the wall over.

An ornamental fence was installed to define and protect the reading patio that is located in the center of the North façade. The fence was in good shape and showed no signs of deterioration. The gate hardware does not meet ADA requirements. The operation requires an individual to pinch the latch and pull it to release.

A flag stone path provided access to the reading patio. The flag stones showed signs of splitting creating a slightly unstable surface. The path appeared even. Whether it met accessible requirements would be in the opinion of the individual judging its compliance.

A brick screen wall, constructed as part of the original building, framed the East side of the staff entrance. The wall showed its age. The surface and coping stones were well weathered. Cracks were evident in the mortar joints. The wall did not appear to be structurally unsound.

A curved, brick screen wall constructed in 1977 enclosed the outdoor courtyard on the Northeast side of the library. The wall showed significant signs of stress. Cracks were visible in the mortar joints, running both horizontally and vertically. Joints between the coping stone had opened up allowing water infiltration into the wall cavity. The stress caused the wall to shift from its foundation. At the approximate center of the curve, the wall was leaning outward. Some sections of the wall were displaced from the remaining wall; this revealed different levels of movement.

Site furnishings of several types were installed around the building. This included benches of various styles, picnic tables, tables and chairs, bike racks, trash receptacles and planters. There were no pieces that looked in poor condition or a potential hazard. The pieces offered ample opportunity for their intended use. There are no assessed issues with the site furnishings.

Items To Be Addressed

The metal railing at the raised platform and stair do not meet current ADA and OSHA requirements. A new guardrail should be placed to run the entire length leaving no gaps between the building and the stair. An additional handrail should also be provided on the opposite side of the stair. The old and new metal railings should be coated with an exterior grade paint system and the penetration points into the concrete sealed.

The flagstone paths should be replaced. This a safety issue and their use is non-compliant with current ADA requirements. The path can be constructed in different pavers, asphalt or concrete which will provide a smooth even surface.

The reading patio gate hardware should be replaced with a product that does not require pinching or twisting to operate, meeting accessibility requirements.

The staff entry screen wall should be addressed. The cracking in the joints will allow water to penetrate to the interior of the wall. This will cause the deterioration of the wall to quicken and eventually make the wall unstable. The joints should be tuckpointed and each joint between top coping stones sealed.

The curved screen wall of the outdoor courtyard is the most pressing issue that was observed. This wall should be removed and reconstructed in its entirety. Its stability has been compromised and a portion could fall at any time.

Building Structure

The 1977 and 1998 structures were a combination of steel columns, steel beams and steel trusses supported on poured in place concrete foundations. The 2015 addition utilized masonry bearing walls in addition to the similar steel components used in the previous two portions of the building. The original building and first addition both used a mixture of multi-wythe masonry walls and steel stud framed walls to enclose the perimeter of the building. The last addition used multi-wythe masonry walls and a glass curtain wall to form its enclosure. A combination of low slope single ply roofing and sloped asphalt shingles capped the building in the original construction and the 1998 addition. The latest construction utilized only the single ply roofing system.

The concrete foundation that was exposed to the elements had several locations where the surface was compromised; sections of the wall have fallen away. Most of the locations were on the 1977 portion of the foundation. The steel rebar was exposed at some locations which was a more significant issue. The steel structure and masonry bearing walls showed only a minimal amount of structural distress or structural movement, evident in small cracks or broken units in the masonry around the building.

One location was visible inside the 1977 portion of the building within the friend's book storage room. The interior CMU had cracked both horizontally and vertically.

Items To Be Addressed

Cracks in the foundation wall should be sealed to be watertight through epoxy injection and/or recoating. Locations where the surface has spalled should also be repaired with a surface dressing to protect the steel reinforcing and internal integrity of the concrete.

The interior cracking within the friend's book storage room should be inspected periodically to watch for any increase in the amount of cracking or any displacement in the wall surface.

Building Envelope

Exterior Walls

The 1977 library was clad with a mix of 4" brick veneer and cedar siding. Behind the brick veneer was only a 2" air gap before the masonry back up course. No insulation was placed in these walls. Within the steel stud framing that supported the cedar siding and exterior sheathing was 3-1/2" or 6" of batt insulation. In 1998, the addition was clad in the same two veneer types with the addition of 3" EIFS. The exterior insulation finish system (EIFS) only covered the reading room volume on the North façade. The exterior wall construction varied quite a bit in this first addition. The brick veneer was coupled with another brick course on the interior, with a concrete masonry unit on the interior, or with steel stud framing with a gypsum wall board finish. When paired with the interior brick, 3" of rigid insulation was installed between the courses. When paired with the CMU, no insulation was installed. At locations that paired the masonry with steel stud framing, batt insulation was used matching the depth of the framing. Where the cedar siding and exterior sheathing was installed over steel stud framing, 6" of batt insulation was placed in between the studs. The 3" of EIFS was installed over exterior sheathing with steel stud framing behind. The use of 6" batt insulation within the stud framing of this wall type was continued. The 2015 addition utilized one exterior wall type. The 4" brick veneer was placed with a load bearing CMU back up course. Between the two wythes, 2" of rigid insulation was installed. In 2021, the existing siding was replaced with a new cementitious product. This product type has improved performance and longevity. The walls that were missing insulation are problematic for the building as they do not effectively contribute to the thermal barrier of the building. The mechanical system has to work harder to heat and cool the building to compensate for the missing insulation.

There are accessory elements that were specified on the construction documents that

were not visible during the assessment. These include base flashing and weep vents at the base of the wall in the 1977 and 1998. Either they were not installed, are below the ground surface or have been filled in over time. The missing elements are to assist in moving moisture out of the wall system from either absorption or leaks. The 2015 portion of the building has both of these items clearly visible.

Withstanding the deficiencies, the brick is in good repair. There was not no significant cracking or distress due to water infiltration or structural movement as noted in the previous section.

Items To Be Addressed

Mortar in exterior walls that has cracked should be tuckpointed to maintain its integrity. Any brick unit that is damaged should be removed and replaced with a new unit that is securely set back in the wall.

Attempting to install the missing flashing and insulation elements would be destructive to the walls and labor intensive. At a minimum, weeps can be drilled into the existing mortar joints to provide outlets for any buildup of moisture in the wall and provide some venting.

Sealants

Exterior sealants were observed around door and window openings as required on all three sets of documents from the associated construction projects. The sealant that is currently installed in these locations has become brittle with age and begun to crack and split. The older portions of the building were in worse repair. Sealant around penetrations for surface mounted fixtures or at wall penetrations did not exist or was in a similar state to the sealant around openings.

The building did have identifiable masonry control joints with the requisite sealant. The joints in the older portions of the building were only at transitions between screen wall and building wall or at joints between the different addition construction. There should have been more joints in the normal plane of the walls to provide movement relief. Within the joints that were installed, the sealant was well worn. The 2015 addition had joints installed per current masonry construction standards and the sealant was in better shape.

Items To Be Addressed

Existing sealant at all openings and control joints should be removed and replaced with new to provide an appropriate defense against water intrusion. This can be done in phases/sections or all at one time to have the entire sealant work on the same

maintenance schedule. Sealant should be applied or replaced over the top of surface mounted fixtures to keep water from entering into the wall cavity through the penetration behind. Sealant is a key element to protecting the building, but it also has a shorter lifespan. Sealant should be inspected yearly to confirm it is in place. Replacing sealant can be required every 7-10 years depending on exposure.

Doors

The existing building has one sliding aluminum entrance door, two aluminum doors, eight hollow metal doors and one overhead door within the exterior walls. The siding and standard aluminum doors are fully glazed and part of an anodized aluminum storefront system. These are generally in good condition. The aluminum door to the enclosed courtyard is allowing water infiltration through its threshold or through its perimeter joints.

The hollow metal doors are positioned around the building and are of varying age depending on the section of the building they are installed within. All of the hollow metal door appeared in good condition with minimal signs of corrosion. The finish on the doors in the 2015 portion that are exposed to full daylight are faded. The overhead sectional door is located at the loading dock within original 1977 building. The overhead door was an uninsulated unit, and the bottom panel was showing some minor signs of degradation.

Items To Be Addressed

The door to the enclosed patio should be investigated to discover where the water is bypassing the assembly. The threshold should be removed and set in a new full bed of sealant. The threshold should also be changed to a saddle style with a raised stop to close the gap between the door bottom and the threshold surface. The perimeter joints should be resealed as well. The overhead door should be replaced with a new insulated unit considering the space is used all year round as the friend's area. This will provide additional comfort and protection to the materials and volunteers that are within the space. The hollow metal doors should be refinished before the in the near future to protect against corrosion prolonging their services life. All other doors should be regularly inspected and maintained but do not require immediate action.

Fenestration

There are 45 exterior window units and one large curtain wall that are part of the exterior envelope of the building. All have aluminum frames and are of varying age depending on the section of the building they are installed within. The units are not noted on the construction documents to be thermally broken for any portion of the building, so it is assumed they are not. The glass is noted as 1" insulated units for the

2015 and 1998 sections of the building. The 1977 used one inch for the larger window openings onto the enclosed courtyard. All other windows were noted as only 1/4". From our observation, the clearstory windows and the other windows in the courtyard were changed to one inch insulated glass units at some point in the past. It is believed the other windows remained as 1/4" glazing.

The aluminum frames installed in 1977 and 1998 are well worn but are still in fair condition. There are gaps in the glazing gaskets in some locations that allow for water infiltration into the window system. The windows from 2015 showed few surface flaws. As noted earlier, the sealant around the perimeter of the windows is showing significant evidence of deterioration on the older portions of the building.

All of the clearstory units (both 1977 and 1998) are exhibiting gasket failure, identified thorough "fogging" within the unit and visible corrosion/salt deposits. The storefront systems that open onto the enclosed courtyard are compromised as well. During strong rain events there is water intrusion along the West wall. The South wall has been penetrated by aggressive plant growth in the past and does exhibit some signs of leakage. No issues were apparent with the 2015 installed windows.

The curtain wall has a few locations where the gaskets did not run completely to the corners leaving small gaps. Depending on the system manufacturer, the water that can enter through these holes can exit out of the system without issue. These gaps can be closed for added protection. A few of the curtain wall spandrel panels have minor damage. The panels are relatively thin and appeared to be only providing a minimum amount of thermal protection.

In the 2015 section there are three unit skylights set on aluminum frames over formed insulated curbs. These skylights appeared to be in good condition. No signs of water infiltration were apparent.

Items To Be Addressed

All of the compromised windows in the 1977 and 1998 portions of the building should be completely replaced. Newer thermally broken window frames with newer insulated glass units with a low-E coating coupled with proper flashing of the openings and new perimeter sealant will provide significant protection over what is currently installed. As an upgrade to the overall thermal performance of the building, all of the windows could be replaced as such. This could be done in phases. This would cut down on thermal transfer into the building and improve the building's energy efficiency.

Roofs

The library roof is predominantly a low slope TPO roof system. The TPO roof system consists of the roof membrane and two layers of 2-1/2" thick rigid insulation on a steel roof deck. There are two locations where the roof system is installed over a concrete curb that sits on the steel roof deck. The two locations are isolated to where the mechanical roof top units are positioned on the 1977 and 1998 buildings. The 5" of insulation provides an R-28 rating which is just short of the current required energy code threshold of R-30. In 2020, the section of roof that was replaced, included a vapor barrier and a cover board in the replacement system. The vapor barrier is required per current energy code. It is assumed, without any notations on the construction drawings to the contrary, that the other existing areas of the building roof do not have this membrane installed. The cover board is a bonus feature that provides added protection and allows for easier replacement of the membrane in the future.

One observation that was a concern was how visible the mechanical fasteners were through the membrane. These fasteners were used to attach the system layers to the steel deck below the adhered single ply membrane. Because these fastener plates stick up above the adjacent surface, there is more opportunity for the roof membrane to become compromised at each of these locations. The shaft of the fastener, being metal, are also thermal and moisture conduits through the roof system.

The membrane showed areas of staining and degradation from pooling water. The worst spots have already been corrected after they were pointed out early in the assessment process. There were only a few "soft" spots that were felt under foot while walking the roof. This would be indicative of the insulation under the membrane being deteriorated or uneven. No holes, tears, or openings in the membrane were observed.

The perimeter of the roof membrane is terminated under a continuous coping cap at the perimeter parapet wall. The coping cap appeared to be in good shape overall. There are a few locations where a fastener was installed through the top. This is not the ideal location to fasten the coping as the holes created by the shank become water infiltration points over time. When unavoidable, a fastener in such a position should be covered with sealant for added protection.

The flashing cap at the top of the asphalt shingle roof was also found to have fasteners driven through the top to secure the protective cover. During the visit on site, many of the fasteners were severely corroded and had popped from their position. None were covered with sealant. This created direct conduits for water to get into the building. This issue has already been addressed on site due to its urgency.

There are three taller sloped sections that are finished with asphalt shingles. The 1977 sections were on plywood deck with the insulation adhered to the underside in between the roof joists. The shingles appeared to be in fair shape. The insulation, where it was visible was not secure in numerous locations or was missing entirely. The missing insulation leaves a significantly large thermal gap in the building envelope. The roof is more important to maintaining the interior environment than the walls. In 1988, the detail was changed to include a vented insulation board over metal deck. This was completely concealed by the drop ceilings, but it is expected this is in good condition.

Stormwater was managed through internal roof drains, wall scuppers and premanufactured gutters and downspouts. Pooling water was observed around some of the roof drains. One drain had vegetation growing around the drain. Regular cleaning is required to allow for proper flow into the drains. The drains themselves looked in acceptable condition. The gutters and downspouts appeared correctly sized to accommodate the stormwater. None of the gutters were displaced or sagging. The support straps were regularly spaced and properly secured. The downspouts were secured to the wall and connected to an underground drain to move the water away from the building.

The roof has a number of pipe vents, exhaust vents and air intake hoods. All were on curbs with appropriate flashing. Some of the elements could do with a new layer of paint for protection against corrosion.

There is exposed conduit that is run across the roof. Some of the conduit is showing signs of corrosion. The conduit should be painted to protect the piping from further deterioration.

The roof hatch is located within ten feet of the roof edge. By current code, a guardrail should be installed to protect anyone that works on the roof from falling over the edge when using the hatch. In addition, there is not a climbing assist component to the hatch or fall protection around the hatch itself.

There are two wood screen walls that are on the 1977 and 1998 portions of the building. The wood is secured to a backup frame of structural steel wide flange members, tube shapes and angles. A number of the wood boards are in poor condition and appear to be brittle. The steel components are also showing signs of corrosion.

The limited soffit areas are a plaster coating on sheathing, metal panels or a metal enclosure piece. The larger soffit areas are located on the 1977 and 1998 portions of the building and have the plaster coating. These looked to be in good condition overall. There were a few locations where the painted finish was peeling. Although there was

no water staining on any of the surfaces. The metal soffit panel is only installed on the 2015 section. Above the curtain wall on the West end. The soffit appeared to be in good condition. The metal enclosure piece is in limited locations above windows in the 1977 and 1998 building. The detail is unique as the metal enclosure piece is closing the gap between the head of the window and the siding above that is further outboard of the brick wall face. This detail is problematic as the enclosure piece does not completely seal between the two building components. A 1/4" to 1/2" gap was observed.

Items To Be Addressed

The library should address the insulation issue under the sloped asphalt shingle sections of the 1977 building. Not having an effective thermal barrier completely in place is detrimental to the building's performance.

Any fasteners that are securing any sheet metal flashing and trim should be covered in sealant. Any joints between metal pieces should be completely sealed to prevent any water from getting under the metal.

The wood boards on the screen wall should be replaced with a composite trim to provide a sturdier screen. All of the steel components should be painted to protect against further corrosion.

Thermal Barriers & Moisture Control

As previously mentioned, the 1977 exterior walls have no insulation in between the masonry wythes to provide a thermal barrier. The walls also do not extend to the underside of the roof deck, leaving a sizable gap in the exterior enclosure. This gap is closed off by stud framing and the current cementitious siding. These framed sections were insulated with fiberglass batt insulation. Other exterior walls that are framed also have fiberglass batt insulation between the studs. A drawback of this insulation condition is it is not continuous and has been proven to be significantly less effective as a thermal barrier since it is interrupted by the studs. Since the interior of the exterior walls are not available for inspection, it is assumed that this insulation has remained in place over time. However, it should be inspected for continuity as batt insulation over time tends to sag or become dislodged from its position. If the batt insulation is not in place, the conditions outside are able to easily impact the interior environment.

The exterior wall conditions are similar in the 1998 portion of the building. Only the insulation condition at the sloped asphalt roofs is different, as noted in the Roofing Section above.

The 2015 exterior walls consistently have 2" of insulation. This is slightly lower than

current energy code requirements, similar to the roof construction, but the double wythes of solid masonry assist in the walls' performance.

For the 1977 and 1998 masonry walls there are no visible flashings or weeps for diverting water intrusion. As noted in the Exterior Envelope Section, the drawings indicate these items should exist but were not observed. Currently, any water that does enter into the masonry walls, either through cracks or through absorption, takes a longer time to migrate out of the assembly. The longer drying time gives water more opportunity to find a way into the interior. The frames walls of the 1977 and 1998 building were protected with a continuous weather barrier during the residing work. This membrane provides adequate protection against bulk water. There are also a series of flashing pieces that were installed as part of the siding project that assist in diverting water out of the assembly.

The 2015 masonry walls were equipped with both flashing and weeps. These walls should be performing as intended. Adding additional weep vents at the top of the wall can provide additional venting/air movement in the walls for increased performance.

The building is not constructed with a vapor barrier except for the area of the roof redone in 2020. A vapor barrier is meant to stop airborne moisture from entering into the building through vapor drive. The only way this is effective if the entire envelope is protected with the barrier. Without it, the walls are ineffective in dealing with any moisture concerns other than bulk water. This is common in older construction. It requires the building owner to be more proactive in checking the exterior walls for moisture as vapor issues can lead to corrosion and mold inside the walls.

Items To Be Addressed

This system for thermal and moisture control is no longer adequate per today's standards. Signs of its deficiencies are evident but some are not so clear. It is likely the mechanical system has been fighting an uphill battle for decades. As noted in the Exterior Envelope Section, most of the repair work would be evasive. A creative solution would be to reclad the exterior walls of the 1977 and 1998 building with a new veneer which has an improved insulation value and moisture barrier. This would be significant change to the exterior appearance of the building. A second creative solution would be to expose all of the exterior walls from the inside and then utilize a spray foam insulation to improve the wall performance. This would allow the exterior to remain as is.

Interior Environment

The interior walls within the building are a combination of exposed face brick, concrete

masonry units and gypsum wall board. The masonry units are in good shape as would be expected. Only some cracking on the interior side of the North exterior wall shows any evidence of wear. The gypsum wall board is worn from general use. There are areas that show evidence of moisture damage. Most of these areas are around exterior openings, are located around mechanical grilles/diffusers or adjacent to ceiling areas that are showing moisture damage.

The facility has hollow metal frames with either wood doors or hollow metal doors throughout. The hardware varies per the requirements of the door. The doors and hardware are operating per their required function. The wood doors in the oldest portion of the building were showing signs of wear. A number of the closet doors had knob style handles. This type is not ADA accessible and is no longer used in public buildings.

The ceilings are a combination of 12x12 acoustical ceiling tiles supported by a concealed spline system, 24x24 or 24x48 acoustical panel ceiling supported by exposed suspension systems, and gypsum board surfaces. There are a considerable number of stained or damaged ceiling components due to moisture infiltration. With the significant roof leak and ceiling collapse occurring in 2020, much of the damage observed could still be remnants from that event. However, the damage stretches the entire length of the central circulation spine. There could be other factors that are contributing and with so many spot showing water damage it is very difficult to know what could be new. In addition, the 12x12 concealed spline system makes it difficult to spot check for issues in the concealed space above. These tiles typically have asbestos content, but the tiles have been tested during the assessment period and found to be free of the hazardous material.

The floors are predominantly the same carpet throughout all three sections of the building. The carpet is stained in some spots and is showing wear but is overall in fair condition. There are four areas of resilient flooring, the meeting room kitchenette and storage room, the children's craft program room and the book drop room. These flooring areas appeared to be in good shape. There are two different ceramic tile styles used in the building. The original toilet rooms have a 6x6 quarry tile. The 2015 toilet rooms have a 12x12 tile. The quarry tile is dirty in spots, and not the most aesthetically pleasing color, but has held up well. The larger tile from 2015 also looked to be in good shape. It was noted by the hazardous material testing company that the quarry tile and wall tile in the original toilet rooms have asbestos content. Asbestos is dangerous when it is friable and airborne. The tile is an inert object so it is not an immediate threat.

Casework cabinets and countertops are standard particle board construction with laminate finishes. The components and hardware did show signs of wear from normal

usage but appeared to be in fairly good condition.

Furnishings overall were in fair condition with a general mix of older and newer pieces. There was a lack of continuity in the furniture, but that is typical for most libraries. The main wood shelving appeared stable. There were a few worn or damaged areas on the wood finish. The integral light fixtures all worked, with a small few having the screen/diffuser components out of place. The metal shelving and associated end panels looked to be in good condition. There were a number of other types of shelving, solid wood and laminate that were used around the library as supplementary to the main shelving. These also appeared in fair condition, with no significant sag in the shelves.

The service points were a mix of modular pieces and larger prefabricated components. Each allowed for seated work with an area for standing transactions/interaction. The components looked to be in good condition.

The workstations, tables, chairs and lounge seating were of various ages, styles and sizes. Some pieces looked more worn than other, but there was not considerable damage to any of the pieces that were observed. Overall, the furniture appeared to be in good condition.

Items To Be Addressed

The gypsum wall board and acoustical ceilings that have water damage should be replaced. The damp material could be breeding mold and with the amount of damage around the building it is more difficult to spot new water infiltration issues.

The old ceramic tile in the original restrooms should be fully tested and then abated if it does contain asbestos material.

Other interior environment changes/upgrades are discretionary. There are no elements that are a health, life, or safety issue.

Accessibility Compliance

There are various accessibility compliance issues on the site and within the building. The most numerous are regarding approach and maneuverability clearances at doorways and inside of rooms. An individual, in a wheelchair, navigating through a doorway needs to have space to navigate around and through a doorway. There are a number of doors within the original building that do not meet those requirements. Once inside an occupiable room, the individual needs to be able to turn around. The narrow storage rooms that have shelving on both sides do not comply. In the work areas, the placement of the furniture or equipment could be impeding on this turn

around zone.

Original building casework has counters that are 36" above the floor. Current ADA standards require the counter to be no higher than 34". The cabinet hardware in the 1977 workroom are recessed saucers, their compliance with accessible standards is questionable.

The original toilet rooms have the toilets installed too far away from the wall to meet current accessible standards.

The exterior drop off does not meet accessible standards because there is not a tactile warning installed between the plaza and the road to provide the required notice of transitioning to a street.

There are a number of exterior features around the building that do not provide equal access to all people. This includes patron and staff areas. Access to the areas is over an uneven paving surface, it is closed off with a gate without accessible hardware, it is on a raised platform, or it is a step down from the access doorway.

Items To Be Addressed

A suggested in the Site - Concrete Flatwork section, a tactile warning tile should be installed at the drop off-lane.

The cabinets and countertops in the original building should be replaced with new to make all casework fully accessible.

The clearances and maneuverability issues are difficult to correct without a larger interior renovation. This is due to rooms needing to change in size and shape to accommodate the needed dimensions. These can be saved until such time that a more significant change of the interior environment is planned. The work to bring the original toilet rooms up to full compliance should be part of the plan.

Operational Limitations

During the assessment our team identified challenges that were not simply an element of the building that could be repaired or replaced. These items present obstacles to operating the library efficiently and with the best possible service.

The building shape, being long with the main entrance at one end presents challenges for visual oversight of the spaces. The library overtime has countered this by providing more control points to keep a watchful eye over the more remote areas of the building.

Additional staff is needed to sit at each location which increases labor costs. The library is essentially one long, large open space. There is no visual or acoustical separation between the groups that use the building. This limited zone separation limits the abilities of each department to make their space more personable to the group that is using it. Resulting in a muted interior environment.

Storage was in short supply. The space that was available was overstocked or not the best environment for such use (i.e. mechanical room). Effective work areas are supported by locally accessible, well organized storage rooms. Being able to find what one needs in a timely fashion makes a significant difference in job performance.

The staff was separated into 9 different spaces of varying sizes. (Although the maker space and children's program room are not full time staff areas.) In each of those spaces the workstations arrangement were adversely effected by the size, shape or other components in the room. With some being to the point of uncomfortable or awkward. A second draw back of the more widely dispersed staff is that any task that crosses departments is less efficient. The separation also provides less opportunity to collaborate.

The fixed shelving is an impediment to potential change and makes a large portion of the building inflexible.

Mechanical Electrical and Plumbing Systems Facility Assessment

Introduction

The following report was prepared by IMEG Engineers and addresses the principal systems that will require upgrades and/or replacement over time. The evaluation is based on a site visit to the building and review of the existing MEPFP drawings from each of the three main building projects. Scheduled maintenance, which is required in caring for the Mechanical, Electrical and Plumbing systems is not covered in the report.

Objective

The purpose of this portion of the report is to assess the condition and capacity of the existing building systems at the Frankfort Public Library District. Each existing system and its primary components will be briefly described. Immediate needs as well as future system upgrades will be identified.

Mechanical System

The mechanical systems for the Frankfort Public Library District are broken down into three main areas of the building. The staff side of the original 1978 building consists of a constant volume air handling unit located in the basement. This unit utilizes electric heating coils in each zone to control the temperature in each area served. A cooling coil in the unit connected to a corresponding condensing unit located on grade provides cooling for the original building but is not able to be controlled for each zone. The air is distributed and returned to the unit through metal ductwork using standard registers and grilles. The air handling unit is original to the building and is in need of replacement as it is well beyond its useful life, does a poor job of removing humidity in the cooling months and is pretty energy inefficient due to the constant volume fan. The corresponding condensing unit should also be replaced as it is 25 years old at this point. If this unit were replaced our team would most likely recommend a variable air volume system that is more efficient and will do a nice job of controlling temperature and humidity to each zone. There are spaces in the 1977 building that have supplemental radiant heaters; this is found along the exterior walls that face the enclosed courtyard. The garage is equipped with a unit heater that is suspended from the building. Their operational efficiency is questionable. The server room in this part of the building is cooled by a wall mounted mini-split system.

The patron side of the original building and the 1998 addition are served by two constant volume Trane rooftop units that utilize electric heat and direct expansion cooling. The air is distributed and returned to the unit through metal ductwork using standard registers and grilles. The units are in good shape and should last approximately 10 more years depending on how well they are maintained. While we were on site we were told the air distribution in this area could be improved so we would recommend having the system balanced to see if it improves airflow to the various rooms.

The 2015 addition is served by a variable air volume rooftop unit manufactured by Aeon. The unit uses electric heat and direct expansion cooling. The air is distributed through metal ductwork using standard registers. Air is recirculated back to the unit from the open space. The unit is in good condition and should last approximately another ten years depending on how well the unit is maintained. The large meeting room is supplemented by electric base board heaters. There is also an electric heater within the Women's Toilet Room.

There currently is a central control system for the 2015 addition but the maintenance staff is struggling to maintain it and get parts for it. We would recommend replacing the control system when new mechanical equipment is purchased.

Items To Be Addressed

As noted in the system description, the air handling unit in the basement should be replaced as it is beyond its useful life. During that replacement a new control system should be provided that can operate the new air handling unit and all of the equipment from the 2015 addition. The system should be expandable so when the two older rooftop units are replaced the new units will be able to integrate into the newer controls.

Plumbing System

The building service enters into the basement of the 1977 building. The main splits and feeds a 2" domestic line with a backflow preventor. A booster pump was installed in 2015 in order to move the water all the way across the building to the new fixtures. The split line from 1977 is evidence that a sprinkler system may have existed prior to 1998 but it is not clear. Per the drawings from the first addition work, the split line was a three-inch service which fed sprinkler heads in the garage and storage room that was removed. It was then replaced with the four-inch water service. As noted in the previous paragraph the domestic water service split in the partial basement. The four-inch line with its own check valves fed a new upgraded sprinkler system that fed the whole building. The existing heads were retained and integrated into the new system. The details of the partial system are unknown as the 1977 drawings available do not show it.

The existing domestic water piping is sized to accommodate the plumbing fixture count in the building. The capacity of the existing service line with the current fixture usage would need to be calculated before adding any additional plumbing fixtures.

There are two general domestic hot waters for the building. One in the basement of the 1977 building. The other is in the Janitor Closet of the 2015 addition. There is a point of source water heater in the Craft Room that was installed in 2015. There were no identified issues with the heaters.

Sanitary drainage piping for the original building is known to be problematic. The pitch of the piping as it leaves the building isn't steep enough. The piping serving the 2015 toilet rooms seemed to be in good condition and waste flows well under normal conditions.

Storm drainage piping for the building seemed to be in good condition and flows well under normal conditions. The drainage issues were related to roof slope and roof drain blockages. There is some water staining on the ceiling tiles below the roof drain

locations. This may be from condensation on storm drain bodies and not actual roof leakage. Insulation of storm drain bodies would eliminate condensation.

Public toilet room plumbing fixtures are a mixture of types. Domestic water supply piping to these fixtures is copper. Water closets are floor mounted vitreous china fixtures with tanks and manual type flush valves. Lavatories are wall hung vitreous china or drop in countertop style. Electric water coolers are wall mounted individual units. Sinks in the break room and work rooms are stainless steel body sinks with swing spout faucets with lever handle controls.

There are two submersible pump systems in the basement that were part of the original construction. The age on the pumps currently installed in the pits is unknown.

Items To Be Addressed

The plumbing system is in fairly good working condition with the exception of the main sanitary line in the original building. The Library has had issues with this line backing up and this should be investigated. We typically recommend a licensed plumbing be hired to video camera the line to see exactly what the issue is. This will help the team develop options to resolve the issue. The two water heaters are in good working condition with no problems reported.

Electrical Systems

Power Distribution

Frankfort Public Library District is served by two (2) electrical utility services. The original 1978 building is served by a 1600 Amp, 208/120V, 3 phase, 4 wire switchboard, located in the basement, fed by an exterior pad mounted utility transformer. The 2015 addition is served by two (2) service entrance distribution panels, located in a main electrical room, fed by a single exterior pad mounted utility transformer. One 400 Amp, 480/277V, 3 phase, 4 wire distribution panel serving 2015 addition plug loads and lighting loads and one 600 Amp, 480/277V, 3 phase, 4 wire distribution panel serving 2015 addition HVAC loads. The 2015 addition electrical equipment is in good condition. The original basement switchboard serves a distribution panel added during the 2015 Addition and branch panels located in storage rooms throughout the 1977 original building and 1998 addition. Infrastructure within the 1977 original building and 1998 addition are in fair condition but past life expectancy.

Interior Lighting

The interior lighting is predominantly outdated and inefficient fluorescent T8 and

incandescent lamps. Lamp installation date is unknown and therefore life expectancy is unknown. For energy efficiency, interior lighting should be upgraded to new LED fixtures or retrofit LED lamps. Occupancy sensors should be installed throughout the building. 2015 addition is provided with occupancy sensors that can remain.

Exterior Lighting

The exterior parking lot and building lights use HID lamps and should be replaced with LED fixtures or retrofit LED lamps. Existing time clock, used to schedule the lights, can remain.

Egress Lighting

Emergency lighting and exit signs are powered by emergency battery pack units. The 2015 addition emergency units are in good condition. Fixtures from the 1978 original building and 1998 addition should be replaced with new updated units. Both of those sections of the building should be provided with additional emergency lighting coverage at the exterior exits and along the egress paths from occupied spaces to meet current code requirements.

Fire Alarm System

Fire alarm system consists of Edwards EST2 control panel thought to be installed as part of 2015 addition. The control panel is in good condition and is sized to control additional devices as needed. The fire alarm system consists of horn/strobe notification devices, manual pull stations, and smoke detectors. Current codes require more ADA visual fire alarm strobe coverage than exist in the 1978 original building and 1998 addition. 2015 addition fire alarm coverage is adequate, and devices are in good condition.

Communications System

The incoming service is an older DSL line which does not provide the speed of current fiberoptic service cable. The connections between the network service point and the remote server rooms are through fiber cabling. The ports/devices in the older sections of the building are wired with Cat5 cabling. The 2015 addition is using all Cat6.

Surveillance System

Security cameras are installed in public areas inside and outside the building. They appear to be in good condition.

Items To Be Addressed

The 1977 electrical power systems were found to be in fair working order despite their age. Thermal imaging of the equipment should be performed to confirm all connections are secure and properly terminated. The switchboard, distribution panels and branch panels should be planned for replacement in the next 10 years or as part of other significant renovation that changes the electrical loading of the building. When doing so, the original switchboard should be replaced with a new 480/277V, 3 phase, 4 wire switchboard sized to back feed the 2015 addition distribution panels, all the 1977 and 1998 panels, and have capacity for future building expansion. This replacement would consolidate the electrical services to a single utility transformer for the building.

The electrical lighting both inside and outside was found to be outdated. The fixtures are either HID, incandescent or fluorescent and are inefficient and emitting light at various color temperatures and intensities. Replacing the fixtures with current LED technology is warranted to save on utility costs.

Emergency lighting and fire alarm devices are provided per older code requirements that were applicable at the time of installation. Current requirements are more extensive and enhance the security of buildings. For improved safety, devices should be added to both systems to improve the protection of the occupants.

The communication system should be upgraded to current technology. The upgraded service and distribution wiring will enhance performance throughout the facility. Allowing for an expansion of technological offerings in programs and for individual patron enjoyment.

Capital Improvements Projects

Recommendations for Larger Scale Projects

The following are three potential projects that are focused on improving the existing building. Preliminary cost estimates for each project are provided as attachments.

Sanitary System Investigation and Repair

This project will focus on the investigation and repair of all 900+ feet of sanitary piping that runs from the building to the far SE corner of the site to ensure proper flow. The project cost assumes the replacement of 100 feet of piping, replacement of a sanitary structure and all associated excavation, demolition, and restoration work.

Thermal Envelope Enhancements

This project will focus on improving the thermal performance of the 1977 and 1998

building. This will include new insulation for exterior walls and asphalt roof areas and the replacement of all windows. For the insulating work, the project will include the removal of all components to expose the internal cavity of the exterior walls. The existing ceilings will be removed to expose the existing roof deck. The exposed surfaces within the exterior wall cavity and the underside of the roof deck will be insulated with a spray-foam product to provide the needed protection in compliance with current energy code. For the window replacement, the existing windows flashing, and sealants will be replaced with new. The window systems will be thermally broken and all glazing will be insulated units with a low-E coating. The project cost assumes the associated demolition and restoration work. Coupled with the building work, this project would include the regrading of the site to remove the problematic condition on the North side of the building. This corrective work will redirect water away from the building and stop water intrusion through the EIFS and glazing system components of the Reading Room.

Building System Energy Efficiency Upgrades

This project will focus on improving the efficiency of the buildings engineering systems. This project will include the replacement of all mechanical units and supplementary heating and cooling elements with current energy efficient equipment. All ducts and piping will be tested and any leaks will be sealed. All distribution components will then be insulated (or re-insulated). The system will be controlled by a new building automation system that will have all equipment performance data available via a web interface. Controlling the system will be managed through that interface. The electrical system components from 1977 and 1998 will be upgraded. The new switchboard will be sized to allow for the consolidation of the electrical services to two in lieu of four. All lighting will be replaced with LED fixtures. As part of this project, the insulation of the roof deck will be corrected and all new ceilings will be provided to coordinate with the new light fixture arrangement.

Capital Improvement Spreadsheet

Capital improvements related to the Frankfort Public Library District are further described and organized by building component in the provided spreadsheet.

Within the separate document the estimated cost breakdown by year is provided. Costs are shown in 2023 dollar values and can vary the further into the future the work is accomplished based on market conditions and escalation.

Of necessity, a number of assumptions are made regarding the timing of future capital expenditures. These were primarily based upon the observed condition and typical

service life cycles. At the Library's option, a number of the costs could be deferred until funds become available. Regardless of the exact timing of the work, the following analysis will give you an overall understanding of the most significant costs the library will incur over time.

The overall spreadsheet showing the full breakdown of building system components, their associated service life and repair / replacement costs is in a separate attached file.

NOTES:



January 27, 2023

PROPOSAL FOR CAPITAL RESERVES STUDY NORTH RIVERSIDE PUBLIC LIBRARY

between

North Riverside Public Library
2400 Des Plaines Avenue
North Riverside, IL 60546

and

Engberg Anderson, Inc.
8618 West Catalpa Avenue, Suite 1116
Chicago, IL 60656

c/o Natalie Starosta, Director

Engberg Anderson Project No. 223563

Dear Natalie,

Engberg Anderson is pleased to submit this proposal for a Capital Reserves Study. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Library has identified a need to assess the current conditions within the existing facility, assess the likely life expectancy of key building components, and identify probable replacement costs for the various components of the facility.

The Library is approximately 22,500 sf total spread across two floors plus.

The goals of this study are to:

- Better understand the condition of the building,
- Prioritize needed repairs or replacements,
- Coordinate capital maintenance projects with service-based improvements to the building and
- Identify appropriate funding levels to replace those building systems or components using designated reserve funds.

SCHEDULE

We propose to provide the outlined scope of services within 90 days of authorization to proceed.

OWNER SUPPLIED INFORMATION.

We have prepared a separate "Request for Owner Supplied Information", appended to this document.

METHODOLOGY

The methodology we propose for this project is simple and direct. We will focus on developing a life-expectancy and cost schedule.

Using this approach, we will complete the following tasks:

- In preparation for the systems evaluations we will review available documentation including construction or record drawings and specifications as provided by the Library. We will scan the existing documents for distribution to and use by our team. We will return the original drawings and project manual and provide a copy of the scanned images for the Library's use.
- Next, we will convene a group of engineers and architects familiar with library building systems for a one-day walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
- The results of these conversations and the walk through will become the basis for development of specific life-expectancy and replacement cost schedules. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
- General notes relating to abnormal wear or deterioration in the condition of the components will be noted on the schedules.
- Any discernable violations of life safety, plumbing, mechanical or electrical codes will be identified to the Library. This does not take the place of specific code reviews or accessibility reviews.
- Building systems that appear to warrant more intensive investigation or inspection will be identified to the Library.
- Site paving and storm water management systems will not be included in the evaluation.
- Furnishings systems will not be included in the specific evaluation but will be discussed as part of a broader planning and budgeting process.
- Information technology systems will not be included in the evaluation.
- The replacement schedules will be submitted to the Library in draft form for review and comment. (A sample schedule page is enclosed for your consideration.)
- A final version will include modifications as the Library deems appropriate. The final product will be an Excel workbook that will allow the Library to maintain a current record that incorporates changes to the building over time.
- A companion narrative will summarize the findings. A sample narrative is also appended to this proposal.

Should the Library require a more detailed analysis, testing of various building systems, energy consumption audits or more detailed reporting on the basic condition of the facility, we will adjust the scope of this project to meet your needs.

DELIVERABLES

Within this approach we will provide the following products

- Summary Report (pdf)
- Evaluation/replacement cost workbook (excel)

FEE PROPOSAL

FEE

Based on this understanding, we propose to complete the outlined services for the following fees:

Expense	Fee
Architectural Review	\$4,000
Mechanical, Electrical, Plumbing & Fire Protection Review	\$7,000
TOTAL	\$11,000

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Overhead expenses associated with project engineering can be saved through direct payment of consultant invoices by the Library. If the Library elects direct payment to consultants, Engberg Anderson will still coordinate the work of the consultants and maintain overall project liability; provide review of consultant invoices; advise the Library as to the status of the work at the time each consultant invoice is received; and recommend amount of payments to each consultant at the time of invoice.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

Incidental expenses will be invoiced in accordance with the attached *Reimbursable Expenses Exhibit*. Incidental Expenses shall be invoiced at 1.1 times our cost.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library’s established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

Time & Materials Rate Schedule

Invoices will be based on time charged to the project during the invoice period. The time will be charged based on the attached *Current Rate Schedule* up to the limits specified for each service.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days' written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:

- Current Rate Schedule; Reimbursable Expenses; Insurance Coverages

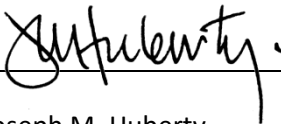
ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For

Engberg Anderson, Inc.

Signature: _____



Name: Joseph M. Huberty

Title: Partner

Date: January 27, 2023

For

North Riverside Public Library

Signature: _____

Name: _____

Title: _____

Date: _____

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EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$220	Project Designer	\$130
Principal	\$185	Interior Designer	\$125
Senior Interior Designer	\$155	Designer	\$120
Senior Project Team Leader	\$155	Project Production	\$100
Project Team Leader	\$145	Administrative/Graphics	\$95
Project Architect	\$140		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate

SAMPLE REQUEST FOR OWNER SUPPLIED INFORMATION

In preparation for our visit we are in need of certain information. We would prefer a “send us what you have” approach rather than an exhaustive search for every item identified below. At some point in the process, we will know if searches for more detailed information will have value.

Please send the identified information in electronic format if available or as a hard copy. If you are providing hard copy documents we will, upon receipt, scan and return the documents along with a digital copy of the scans for your use. We could use the following:

1. Drawings of the existing building:
 - Original building drawings are useful in establishing a timeline and pattern of use of particular assemblies or equipment. If the building was constructed in multiple phases please include the applicable drawings from each phase.
 - Plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical.
 - Site plan.
 - Architectural floor plans, roof plan, exterior elevations and building sections.
2. Repair or evaluation reports:
 - Environmental assessments.
 - Abatement reports.
 - Roofing evaluations or repair reports.
 - Condition Reports, as may be available, for plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical systems noting any recent or anticipated repairs or replacements.
 - Any recent air test and balance reports.
 - Any recent boiler certifications or combustion test reports.
 - Elevator repairs or condition reports.
3. Building system contact information,
 - The name and telephone number of the preferred mechanical and plumbing service contractor.
 - The name and telephone number of the preferred temperature control service contractor, if different.
4. Operations and Maintenance (O & M) manuals should be collected and available for viewing on the day of the site visit. It is not necessary at this time to provide the manuals to the engineering team.
5. Other condition studies or reports you think might be relevant to assessing the condition of the facility.

PAST PERFORMANCE

Relevant ILLINOIS projects completed

BARRINGTON AREA LIBRARY DISTRICT, 2020, 2013, 2007

Location: Barrington, Illinois
Size: 50,000 sf on 2 levels, built in 2 phases, 3 mechanical systems
Product: Workbook, report
Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Renovation.

CARY AREA PUBLIC LIBRARY DISTRICT, 2015

Location: Cary, Illinois
Size: 24,000 sf on 1 level, built in 1 phase, 1 mechanical system
Product: Report, Cost Narrative
Follow-Up Projects: Interior Renovations.

CRYSTAL LAKE PUBLIC LIBRARY, 2022, 2016, 2010

Location: Crystal Lake, Illinois
Size: 40,000 sf on 2 levels, built in 4 phases, 4 mechanical systems
Product: Workbook
Follow-Up Projects: None related to Capital Needs Assessment.

ELA AREA PUBLIC LIBRARY DISTRICT, 2016, 2007

Location: Lake Zurich, Illinois
Size: 70,000 sf on 2 levels, built in 1 phase, 1 mechanical system
Product: Report, Cost Narrative

ELMHURST PUBLIC LIBRARY DISTRICT, 2020

Location: Elmhurst, Illinois
Size: 90,000 sf on 2+ levels
Product: Report, Cost Narrative
Follow-Up Projects: To Be Determined

FREMONT PUBLIC LIBRARY DISTRICT, 2020, 2013

Location: Mundelein, Illinois
Size: 70,000 sf on 3 levels, built in 1 phase, 1 mechanical system
Product: Report, Cost Narrative

GLENCOE PUBLIC LIBRARY DISTRICT, 2021

Location: Glencoe, Illinois
Size: 20,600 sf on 3-1/2 primary levels, built in 2 major phases, 2+ mechanical systems
Product: Report, Cost Narrative
Follow-Up Projects: To Be Determined

GLEN ELLYN PUBLIC LIBRARY, 2009

Location: Glen Ellyn, Illinois
Size: 30,000 sf on 2 levels, built in 2 phases, 1 mechanical systems
Product: Workbook

HIGHLAND PARK PUBLIC LIBRARY, 2011, 2008

Location: Highland Park, Illinois
Size: 48,000 sf on 3 levels, built in 3 phases, multiple renovations, 2 mechanical systems
Product: Workbook, report
Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Masonry Restoration, Steel Repairs, Interior Renovations.

NIPPERSINK PUBLIC LIBRARY DISTRICT, 2014

Location: Richmond, Illinois
Size: 24,000 sf on 2 levels, built in 2 phases, 1 fragmented mechanical system
Follow-Up Projects: Exterior Recladding, Parking Lot Resurfacing.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT, 2015

Location: North Riverside, Illinois
Size: 22,500 sf of library on 2 levels, 1 mechanical system
Product: Report, Cost Narrative

PALATINE PUBLIC LIBRARY DISTRICT, 2022, 2016

Location: Palatine, Illinois
Size: 100,000 sf of library on 2 levels + 100,000 sf of parking structure on two levels, built in 1 phase, 1 mechanical system
Product: Report, Cost Narrative
Follow-Up Projects: Interior Renovations – Fire Protection System Replacement, Boiler Replacement

PALOS HEIGHTS PUBLIC LIBRARY, 2011

Location: Palos Heights, Illinois
Size: 30,000 sf on 2 levels, built in 1 phase, 1 mechanical system
Product: Workbook, report
Follow-Up Projects: Interior Renovations.

PARK RIDGE PUBLIC LIBRARY, 2011

Location: Park Ridge, Illinois
Size: 36,000 sf on 3 levels, built in 2 phases, 3 mechanical systems
Product: Workbook, report
Follow-Up Projects: Roof Replacement (by others).

POPLAR CREEK PUBLIC LIBRARY DISTRICT, 2016

Location: Streamwood, Illinois
Size: 98,000 sf on 3 levels, built in 2 phases, 3 mechanical systems
Product: Report, Cost Narrative
Follow-Up Projects: Roof Repairs; Air Handling Unit Replacement

REDDICK PUBLIC LIBRARY, 2011

Location: Ottawa, Illinois
Size: 17,000 sf on 1 level, built in 1 phase, 13 mechanical system
Product: Report, Cost Narrative
Follow-Up Projects: Mechanical System Replacements, Floor Repairs, Interior Renovations.

RIVER FOREST PUBLIC LIBRARY, 2011

Location: River Forest, Illinois
Size: 15,000 sf on 2 levels, built in 2 phases, 3 mechanical systems
Product: Workbook, report
Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Masonry Restoration, Window Restoration.

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, 2022, 2016

Location: Round Lake, Illinois
Size: 29,000 sf on 2 levels, built in 1 phase with 1 major renovation, 1 mechanical system
Product: Report, Cost Narrative

WILMETTE PUBLIC LIBRARY DISTRICT, 2020

Location: Wilmette, Illinois
Size: 65,600 sf on 4 levels, built in 5 major phases, 3+ mechanical systems
Product: Report, Cost Narrative
Follow-Up Projects: Roof Repairs; Foundation Drainage Repairs; Building Envelope Repairs



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Frankfort Public Library District Facility Assessment Report

22056

March 23, 2023





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Facility Assessment Overview
Graphs & Matrix Information

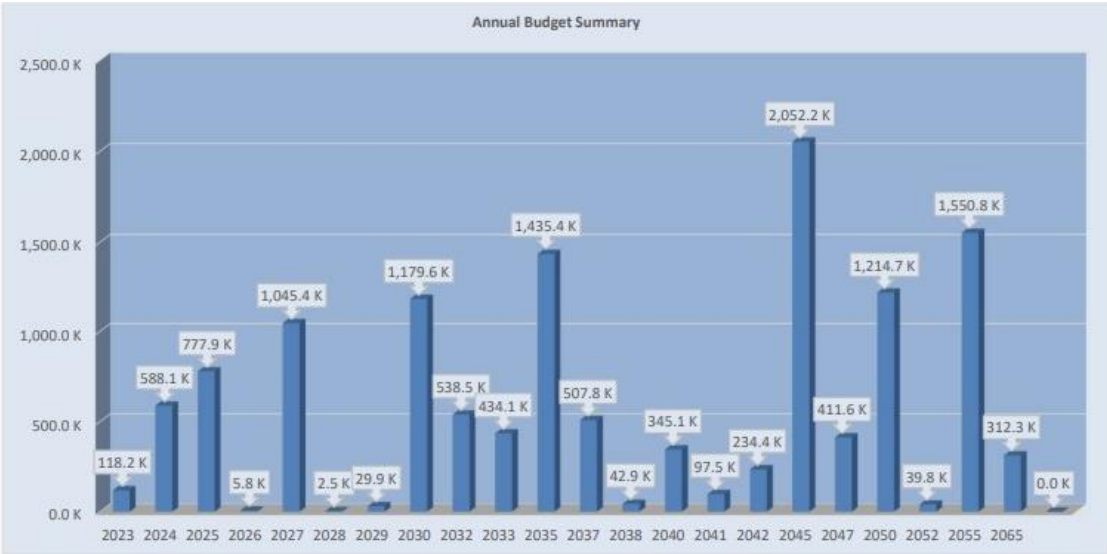
Areas Requiring Attention
Safety & Health
Accessibility
Water Intrusion
Energy Efficiency
Operations

Project Prioritization & Recommendations



Facility Assessment - Matrix Information

Description / Life Expectancy									
Category	Component	Current Element	New Element	Element Detail (Optional)	Task	Task Detail / Location (Area)	Building Location	Installed Date (Year)	Service Life (Years)
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	2015	30
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1998	30
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1977	30
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Maintain/Repair	Tuckpoint / Re-Point	Exterior	2015	30
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1977	30
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Replace	Replace Units	Exterior	2015	40
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044000: Stone	Replace	Replace Units	Exterior	1977	40
Exterior Envelope	Exterior Envelope	Envelope Other	Envelope Other	072100: Thermal Insulation	Replace	Replace old fibrous insulation.	Interior	1998	35
Exterior Envelope	Exterior Envelope	Envelope Other	Envelope Other	072100: Thermal Insulation	Replace	Replace old fibrous insulation.	Interior	1977	35
Exterior Envelope	Exterior Wall	Other (Update Element Detail)	Other (Update Element Detail)	072400 Insulation & Finish System	Maintain/Repair	Patch & Repair EIFS System	Exterior	1998	10
Exterior Envelope	Exterior Wall	E.I.F.S.	E.I.F.S.	072400 Insulation & Finish System	Replace	Full EIFS System Replacement	Exterior	1998	40
Exterior Envelope	Roofing	Asphalt Shingles	Asphalt Shingles	073113: Asphalt Shingles	Replace	Full Shingle Roof Replacement	Roof	1977	25
Exterior Envelope	Roofing	Asphalt Shingles	Asphalt Shingles	073113: Asphalt Shingles	Replace	Full Shingle Roof Replacement	Roof	1998	25
Exterior Envelope	Roofing	Aluminum Soffit	Aluminum Soffit	074293: Metal Soffit Panels	Replace	Section/Area Replacement	Roof	2015	30
Exterior Envelope	Exterior Wall	Fiber Cement Siding	Fiber Cement Siding	074646 Fiber Cement Siding	Replace	Section/Area Replacement	Exterior	2021	20
Exterior Envelope	Roofing	TPO - Membrane	TPO - Membrane	075423: TPO Roofing	Replace	Full TPO Roofing Replacement	Roof	2015	30
Exterior Envelope	Roofing	TPO - Membrane	TPO - Membrane	075423: TPO Roofing	Replace	Full TPO Roofing Replacement	Roof	2017	30
Exterior Envelope	Roofing	TPO - Membrane	TPO - Membrane	075423: TPO Roofing	Replace	Full TPO Roofing Replacement	Roof	2020	30
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	2015	30
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	2017	30
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	2020	30
Exterior Envelope	Roofing	Gutters and Downspouts	Gutters and Downspouts	077100: Roof Specialties	Replace	Full Gutter & Downspout Replacement	Roof	2015	30
Exterior Envelope	Roofing	Gutters and Downspouts	Gutters and Downspouts	077100: Roof Specialties	Replace	Full Gutter & Downspout Replacement	Roof	1998	30
Exterior Envelope	Roofing	Gutters and Downspouts	Gutters and Downspouts	077100: Roof Specialties	Replace	Full Gutter & Downspout Replacement	Roof	1977	30
Other Building Elements	Other Building Elements	Other Building Elements	Other Building Elements	077200: Roof Accessories	Replace	Full Roof Accessories Replacement	Roof	2020	30



Replacement (Budget)	Year	Required	Recommended	Discretionary	Grand Total
	2023	\$82,874	\$35,292		\$118,166
	2024	\$80,808	\$216,928	\$290,339	\$588,075
	2025		\$718,178	\$59,765	\$777,943
	2026		\$5,804		\$5,804
	2027	\$437,974	\$553,442	\$53,954	\$1,045,369
	2028		\$2,502		\$2,502
	2032		\$448,871	\$89,657	\$538,528
	2035		\$622,775	\$812,619	\$1,435,394
	2037		\$276,895	\$230,910	\$507,805
	2038			\$42,907	\$42,907
	2041		\$97,462		\$97,462
	2045		\$2,013,333	\$38,907	\$2,052,240
	2029		\$29,861		\$29,861
	2042		\$105,355	\$129,083	\$234,438
	2047		\$411,575		\$411,575
	2055		\$640,257	\$910,589	\$1,550,846
	2040		\$104,512	\$240,592	\$345,104
	2065	\$2,486		\$309,823	\$312,309
	2052			\$39,798	\$39,798
	2050		\$1,214,712		\$1,214,712
	2030		\$1,020,207	\$159,368	\$1,179,576
	2033			\$434,074	\$434,074
Grand Total		\$604,142	\$8,517,962	\$3,842,385	\$12,964,488



Health & Safety Items

Site Components

Drop Off Lane

Sidewalk

Parking Lot



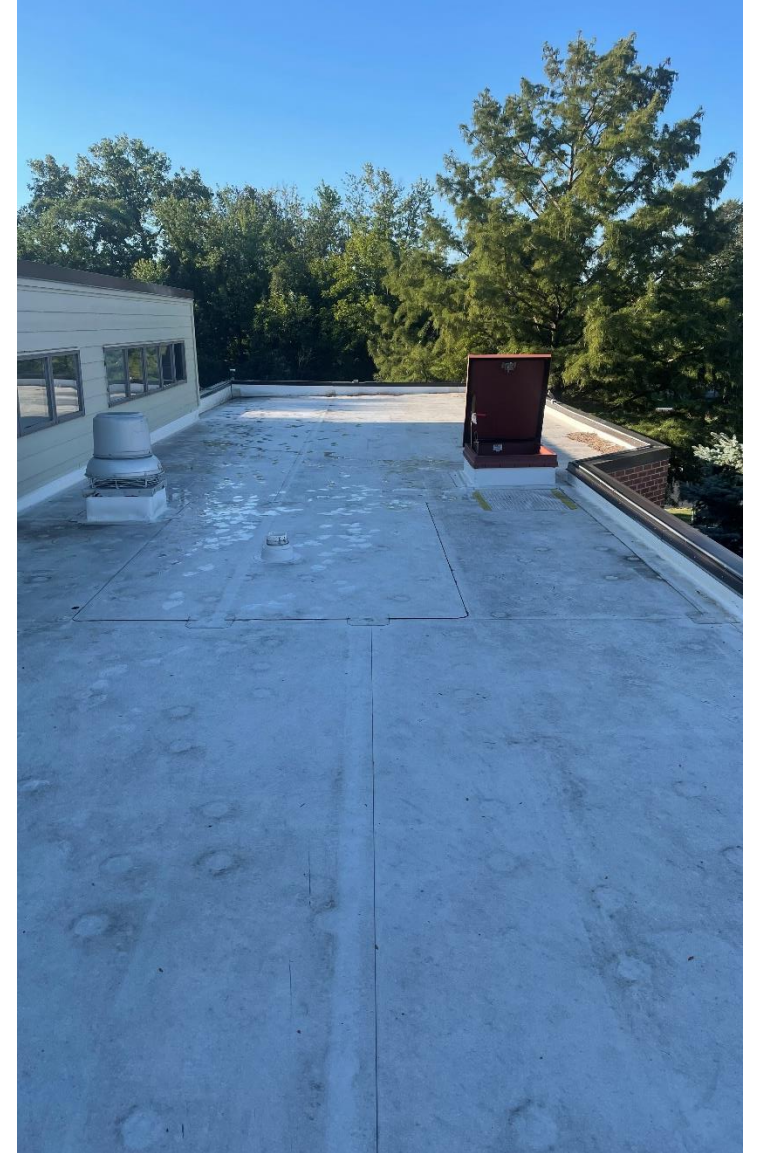
Health & Safety Items

Site Components Exterior Stairs & Railings



Health & Safety Items

Building Envelope
Roof Access



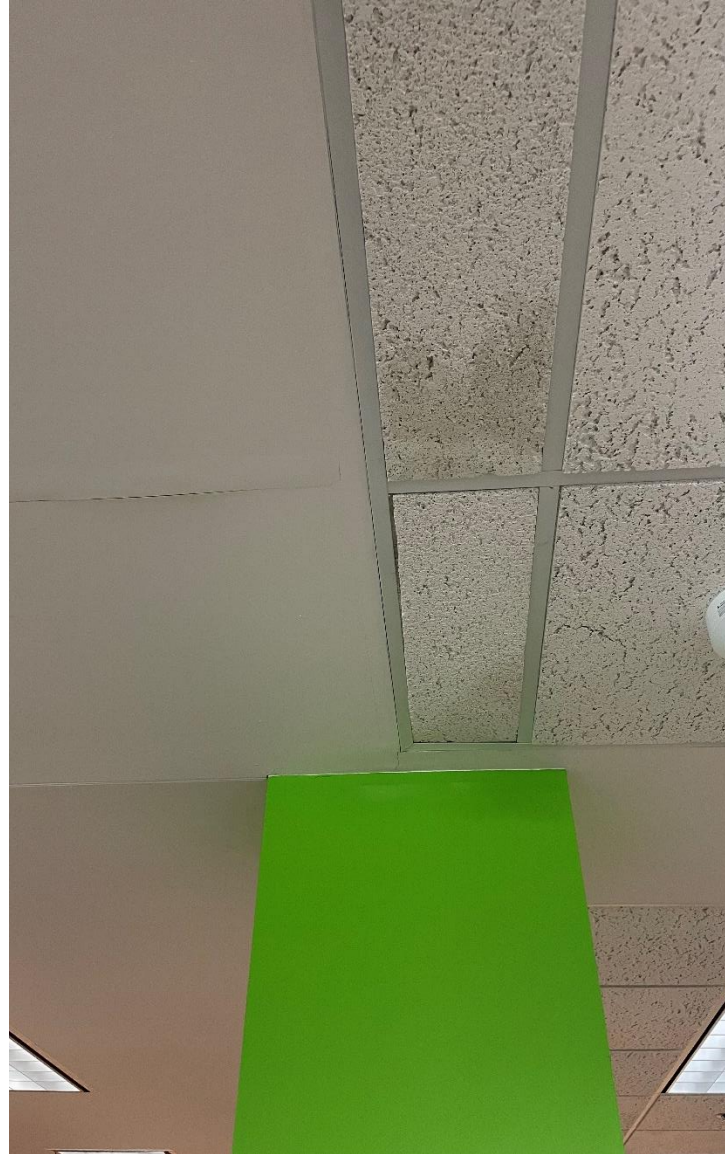
Health & Safety Items

Building Envelope Courtyard Wall



Health & Safety Items

Interior Environment
Water & Mold



Accessibility Items

Site Components

Tactile Warning

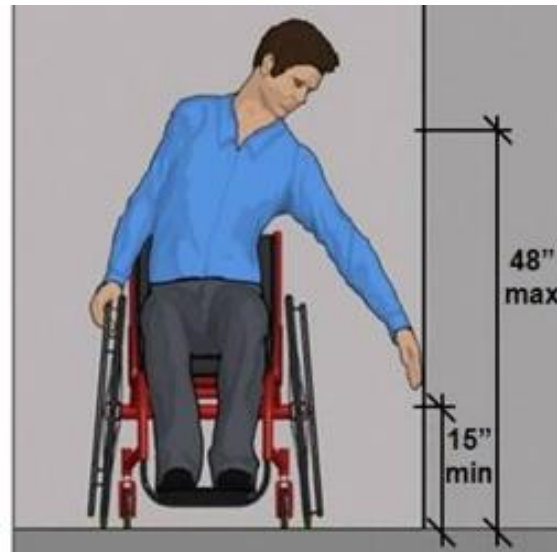
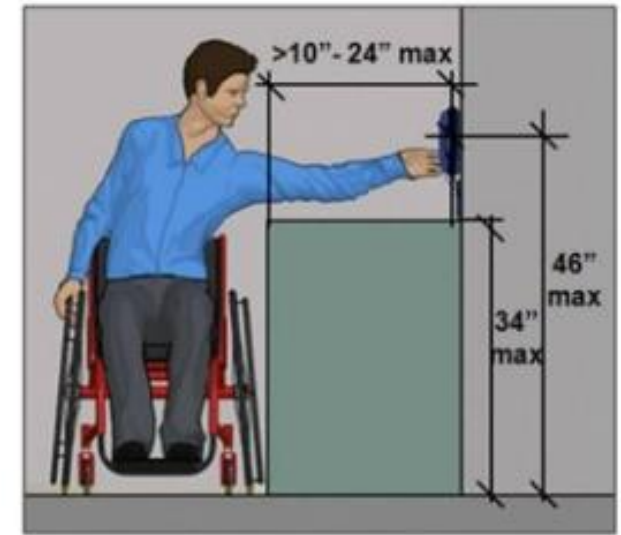
Uneven Pathways

Inaccessible Transitions



Accessibility Items

Interior Environments
Maneuvering Clearances
Space Access
Reach Ranges



Water Intrusion Items

Site Components

Site Grading

Site Drainage



Water Intrusion Items

Building Envelope Wall Integrity



Water Intrusion Items

Building Envelope Wall Integrity



Water Intrusion Items

Building Envelope Window Integrity



Water Intrusion Items

Building Envelope Sealant Joints



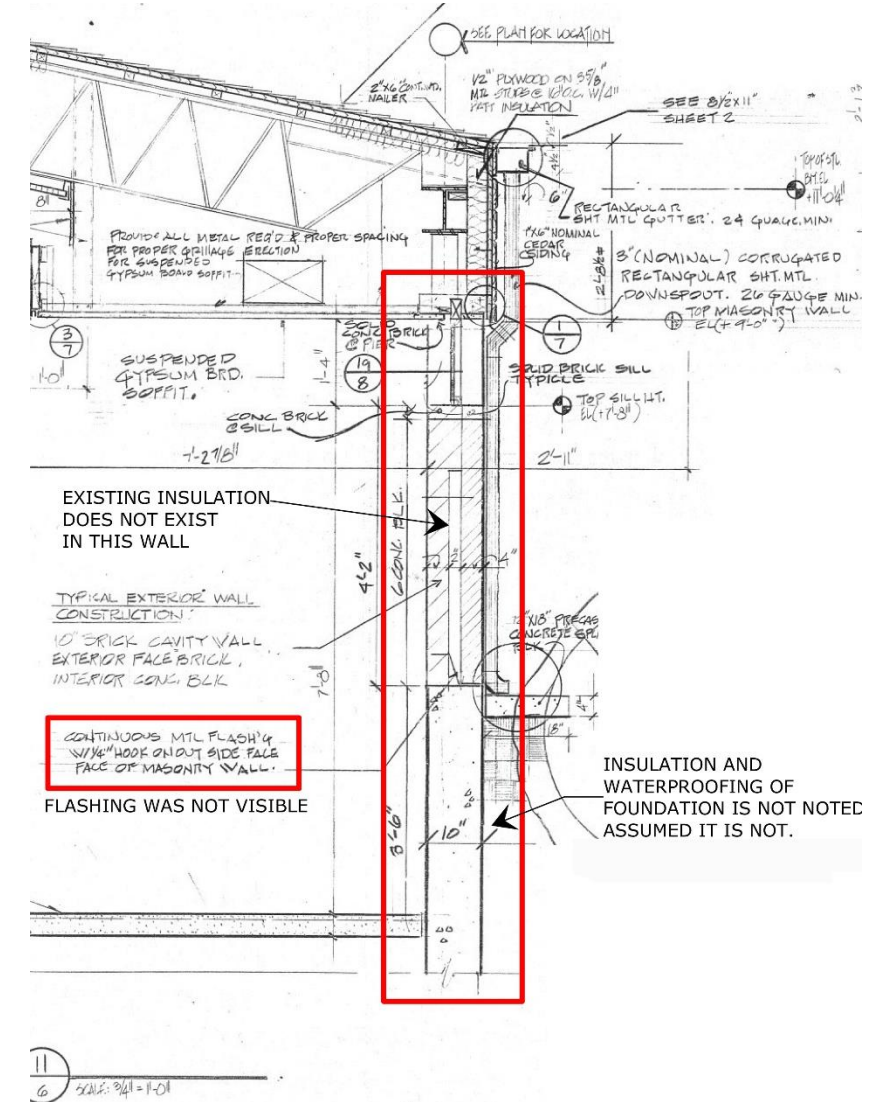
Water Intrusion Items

Building Envelope
Sealant Joints



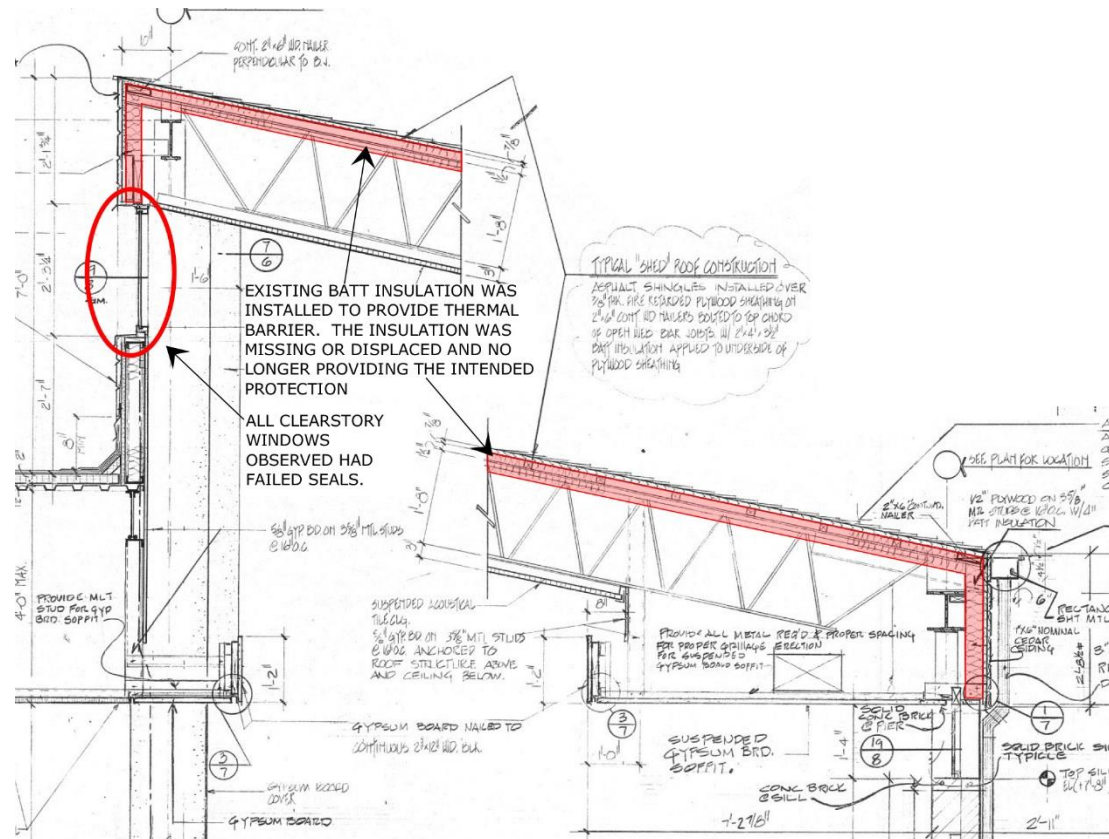
Building Systems
Roof Drains
Ductwork
Hydronic Piping





Thermal Efficiency Items

Building Envelope Insulation Integrity



Thermal Efficiency Items

Building Envelope Window Thermal Protection



Building Systems System Components

Operational Items

Interior Environment

Building Systems

Improve Communication Infrastructure

Expand Power Infrastructure



Project Priorities

- Health Safety
- Water Intrusion

Project Recommendations

Targeted Repair/Replacement Projects

- Small Defined Scope
- Easier Cost Control
- Less Impactful Operations

Tactile Warning & Bollard Install	\$15,000
Exterior Stair & Railing	\$25,000
Foundation Repair	\$20,000
Courtyard Wall Repair	\$40,000
Sanitary/Storm Investigation & Repair	\$75,000
Mold Investigation & Remediation	\$125,000
Site Regrading & Reading Room Repair	\$200,000
Fenestration Replacement	\$300,000
Roof Thermal Barrier	\$55,000
1977 HVAC Equipment Replacement	\$500,000
1977 Electrical Infrastructure Replacement	\$375,000
Lighting Replacement	\$400,000
Communication System Upgrades	\$60,000

Large Scale Repair/Upgrade Projects

- Construction Efficiency
- Cost Savings
- Greater Impact To Library

Building Envelope Upgrades	\$1,100,000
Includes Regrading Site, Exterior Wall Repair, Window Replacement, Door Replacement, Sealant Replacement, Insulating of Existing Walls, Insulating Existing 1977 Asphalt Roofs & Interior Water Damage Removal.	
Building System Upgrades	\$3,800,000
Includes Replacement of All HVAC Equipment, New BAS System, Electrical System Upgrades & Consolidation, Lighting Fixture Upgrades, New Lighting Controls, Emergency Egress Lighting Upgrades, Fire Alarm System Upgrades & Communication	
Renovation & Small Addition	\$8,200,000
Includes Envelope Upgrades, Building System Upgrades, Full Interior Renovation of 1977 and 1998 Building Areas & 3,000 sf Addition.	



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Content Questions Items for Further Exploration



02.24.23

Natalie Starosta, Director
North Riverside Public Library District
2400 S. Des Plaines Avenue
North Riverside, IL 60546
ph: 708-447-0869

re: Request for Proposal: Capital Needs Assessment Report including Annual Cost Projections

Natalie:

We are excited for the opportunity to work with you and thank you for your consideration of product architecture + design to complete the proposed capital assessment report for the North Riverside Public Library. Our understanding of the project is to complete a capital assessment report with a 10-year outlook. Our firm along with our team of engineers have completed many capital assessment reports in the past and are confident that we can produce a document that will be used to plan for current and future expenditures

The final capital assessment report will include both the individual reports for each heading listed below along with a 10-year summary matrix similar to the document included in the attached report that was completed for the Mount Prospect Public Library.

Completed Capital Assessment Reports + References:

- Mount Prospect Public Library: Su Reynders, Director (sreynders@mppl.org)
- Chicago Ridge Public Library: Dana Wishnick, Director (dwishnick@chicagoridgelibrary.org)
- Downers Grove Public Library: Julie Milavec, Director (jmilavec@dglibrary.org)
- Lincolnwood Public Library: Su Reynders (sreynders@mppl.org)
- Oak Brook Public Library: Jacob Post, Director (jpost@oak-brook.org)
- Schaumburg Township District Library: Annie Miskewitch, Director (amiskewitch@stdl.org)
- Warrenville Public Library: Sandy Whitmer, Director (director@warrenville.com)

Project Scope:

Capital Assessment Report:

The following constitutes the list of proposed building equipment and infrastructure to be included in the scope of services for the capital assessment. The capital assessment report will include a 10 year outlook starting from 2023 through 2033 including any expected annual expenditures and escalation.

1. MEP + FP:
 - a. HVAC system, equipment, and associated main piping and support infrastructure
 - b. Plumbing Systems
 - i. Subsoil drainage/sumps and ejector pits as applicable
 - ii. Building supply and waste systems including fixtures
 - iii. Misc. Equipment
 1. Hot water Heater
 2. Exhaust fans
 - c. Electrical Systems
 - i. Panel loads
 - ii. Lighting: Interior and Exterior (see sustainability section also)
 - iii. Major Equipment
 - d. Sprinkler System

- e. Fire Alarm System
 - f. Security System
 - g. Major Data Infrastructure & Cabling
2. Building Exterior:
- a. Exterior Envelope
 - i. Wall Systems/Materials:
 - 1. Panel Systems
 - 2. Window Wall System
 - 3. Masonry
 - b. Roof
 - c. Landscaping
 - d. Concrete site work including sidewalks
 - e. Curbs
 - f. Drives
 - g. Overall site drainage
3. Building Interior:
- a. Elevator
 - b. Floor Finishes
 - c. Interior wall finishes
 - d. Ceiling tile schedule for replacement
 - e. Restrooms (Patron & Staff)
 - f. Millwork including staff desks
 - g. Furniture: Current Inventory and Schedule of replacement (Plan and Spread Sheet)
4. Sustainable Initiatives:
- a. General review of energy usage and equipment efficiency for future replacement and/or renewable energy sources
 - b. General building water consumption/conservation
5. Accessibility:
- a. Our extensive knowledge of library design, applicable building codes, and the Illinois Accessibility Code will enable us to complete summary report for the library including but not limited to:
 - i. Required clearances and slopes along the path of travel
 - ii. Toilet rooms and water fountains
 - iii. Stairs and Elevators
 - iv. Public Service Points
 - v. Exterior Site Sidewalks and Vehicle Drop Offs
 - vi. Required Clearances at Mechanical/Electrical Infrastructure
6. Security
- a. Patron and Staff Security
 - b. Site and building surveillance

All inspections of the existing conditions will be visual and non-invasive based on retaining continuity of both the exterior envelope and interior finishes. The final report will include photographs, field notes and equipment lists that represent the current condition of the building to the best of our abilities and knowledge. Should the need arise for further forensic investigation (example: exterior wall deterioration), our team will notify the owner prior to any work commencing along with any associated cost to complete the work under a separate proposal.

Total Fee:

Compensation for the finished capital assessment report will be based on a fixed fee of \$18,000.00 within the constraints noted above. If selected, we would propose a kick-off meeting to review the above to develop an agreed upon list to be included in the final reports.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Best-



Dan Pohrte, Partner
product architecture + design
811 west evergreen suite 405
chicago, il 60642

v 312.202.0701 c 773.837.0447

Accepted by:

Date: _____

Natale Starosta, Director

Architectural Services Proposal

Date: March 3, 2023
To: Natalie Starosta – Library Director
North Riverside Public Library District
2400 S Des Plaines Ave.
North Riverside, IL 60546

From: StudioGC, Inc.
Re: Facility Assessment

Dear Ms. Marshall,

StudioGC is pleased to present this proposal for a facility assessment for the North Riverside Public Library District.

Scope of Work

StudioGC and the engineering team intends to prepare the assessment, including the following:

1. Input existing building information into Revit (3D Modeling Software) at a conceptual level of design using Owner provided documentation.
2. Evaluate the condition of existing site features including:
 - a. Paved Surfaces
 - i. Concrete and Asphalt
 - b. Landscaping
 - c. Site Drainage
 - d. Site Lighting
 - e. Site Directional Signage
3. Evaluate building structural integrity and exterior envelope including:
 - a. Foundations
 - b. Steel Columns & Beams & Joists
 - c. Exterior Wall Cladding
 - d. Roofing
 - e. Exterior Doors & Fenestration
 - f. Edge Metals & Flashings
 - g. Expansion and Control Joints
 - h. Sealants
4. Evaluate the building interior environment including:
 - a. Interior Walls
 - b. Interior Doors & Fenestration
 - c. Ceilings
 - d. Wall Finishes
 - e. Floor Finishes
5. Perform an evaluation of the existing building systems including:
 - a. Mechanical System
 - i. Equipment – Both Exterior and Interior
 - ii. Distribution Components

- iii. Exhaust System Components
 - b. Electrical System
 - i. Power Distribution
 - ii. Lighting & Control System
 - iii. Fire Alarm System
 - iv. Security System Components
 - c. Plumbing System
 - i. Sanitary System Equipment & Fixtures – Both Exterior and Interior
 - ii. Storm System Equipment & Components – Both Exterior and Interior
 - d. Fire Protection System
 - i. Equipment – Both Exterior and Interior
 - ii. Delivery Components
- 6. Evaluate compliance with current applicable building codes.
- 7. Evaluate compliance with ADA requirements including:
 - a. An Accessible Egress Path is Available
 - b. Accessible Parking is Available
 - c. Accessible Entrances are Available
 - d. Accessible Toilet Rooms are Available
 - e. Accessible Clearances are Available
 - i. At Doors
 - ii. In Rooms
 - iii. Along Egress Routes
 - f. Accessible Signage is Available
 - g. Accessible Accommodations are Available
 - i. At Service Desks
 - ii. At Specific Service Offerings (Computing, Meeting Spaces, etc.)
 - h. Fixtures, Equipment & Components are at Accessible Mounting Heights
- 8. Prepare a report detailing findings; provide recommendations for corrective work based on priority of need. The report will show a 15-year projection of the timing of anticipated major maintenance items and associated capital costs.
- 9. Present facility assessment report to library trustees.

Within the report, the SGC team will prepare recommendations for multiple projects that the library could consider. Each recommended project will have a description of the work and an estimate of probable cost.

Compensation & Terms

StudioGC will provide the services outlined above for a lump sum fee of \$9,750.

Billing will be made monthly for work performed during the previous month. Bills will be prepared on a percentage basis of the basic service fee. The percentage billed will correlate with the estimated completion level of the scope of work at time of billing.

Additional Services

Any other services not specifically identified above as being provided by StudioGC shall be considered an Additional Service. Any Additional Service shall be agreed upon in writing as an amendment to this proposal prior to commencement of requested added service. The

compensation for any Additional Service will be negotiated at the time of the request.

Reimbursable Expenses

StudioGC Inc's direct Expenses, are those costs incurred on or directly for the Client's project, including, but not limited to, necessary transportation costs, laboratory tests and analyses, printing, scanning, postage and reproduction charges, all reimbursable costs associated with other consultants and other similar costs. Reimbursement for Direct Expenses will be based on actual charges when furnished by commercial sources according to current rates when furnished by StudioGC Inc. Direct expenses shall be billed at a multiplier of 1.1.

If this proposal is acceptable, please sign a copy and forward one fully executed original of this document to our office. Retain the other copy for your contract file. If you wish to discuss the proposal in more detail, we are happy to do so at your convenience.

Thank you for considering StudioGC as your partner in creating a better library. We look forward to the opportunity to work with you to provide the best possible library services to the district residents of the North Riverside Public Library District.

OWNER:

TITLE:

DATE:

ARCHITECT:

TITLE: Pat Callahan, Principal

DATE: March 3, 2023



Cc: Vicki Luczynski, StudioGC

Prospect Heights Public Library Facility Review

09/26/2022 v3

Findings

By visual inspection on July 19, 2022, the following items were identified as needing or likely to need attention in the next several years. We have included the cost items in a separate spreadsheet. There is obviously flexibility in when costs are incurred so this is more a road map of possibilities as opposed to defining an exact program. Also, costs listed are general in nature and subject to change with the change to the work and market cost variability. Designations such as “A5” or “E2” refer to line items in the cost summary document that immediately follows this write up.

General

The building was originally constructed in 1972 with a major addition and renovation in 1990. A mechanical and roof replacement project took place in 2014, public toilets renovation in 2016 and a major renovation in 2020/2021. A parking expansion project was completed in 2017. Various other updates have taken place over the years.

The building structure appears to be in good shape and the base systems are in normal shape for their age and use. Overall, the building is well maintained and has plenty of life in it.

Exterior

Masonry – the brick work on the building is in good condition overall with minimal current need for tuckpointing. Even with the little identified, we recommend patching it to prevent it from getting worse. And, with all masonry it will need some patch and repair over time. (A1) See Sealants section below for masonry control joints.



West Elevation



West Elevation



West Elevation

Sealants – Like the masonry, the masonry control joints and sealants between the windows and masonry are in good shape. These will likely need to be replaced over the next several years for proper maintenance. We typically recommend replacing sealants on a façade as needed as opposed to the entire building as some facades will weather faster than others (south faster than north for instance). (A2)

Front Entrance Doors – The front entry doors are in good condition. With the automatic operators these doors do however need more periodic attention to keep working properly. (A3)

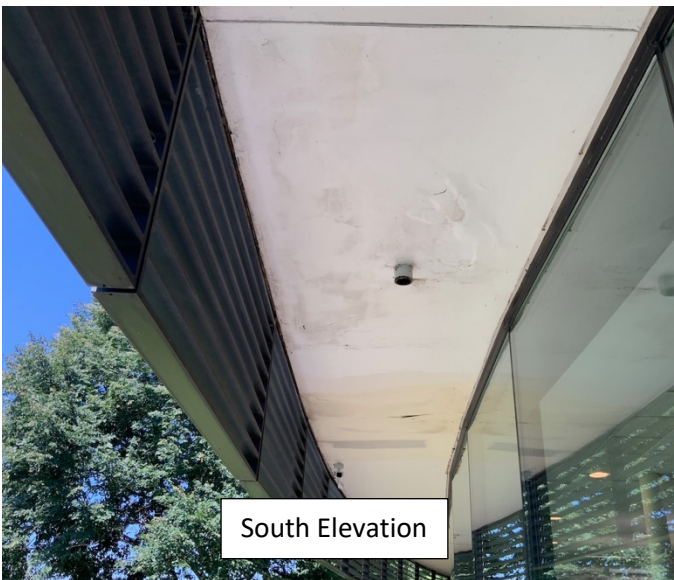
Exterior Painting – The building has several areas that have a painted finish including the underside of soffits, fascia, exterior windowsills, metal doors, etc. These areas should plan to be painted about every 7 years or as required to maintain both aesthetics as well water resistance. Note some areas of the soffits have drainpipe penetrations with cracking in the surface. These areas need patching with a durable, exterior plaster material prior to painting. (A4)



South Elevation



South Elevation



South Elevation



Near Front Entrance

Paving / Parking Lots – the paving and parking lots are in good shape and will serve the library well for many years with proper maintenance. We recommend seal coating and striping the lots every 2-3 years and checking and cleaning out storm manholes every spring and fall as needed after the trees and bushes have dropped their leaves and growth. (A5)

Windows – the windows are all commercial grade aluminum frames with insulated glass and are in good shape. The gaskets between the glass and frame are not showing signs of shrinking or have been “wet sealed” (with sealant) which is an effective solution. Under certain conditions (heavy rain from certain direction), some unprotected windows do leak (staff room most recently). These units should be “wet sealed” (gaskets caulked). There is one glass unit with a blown glass seal causing the glass to become cloudy. This happens periodically and those units should be replaced. (A6)



Landscaping – The landscaping for the building is well maintained overall. There is a stone landscape wall along the north drive lane that has some loose stones and has become misaligned. Although not a significant hazard, this wall should be realigned and fixed for aesthetic reasons as well as children that may want to climb it. (A7) Additionally, there are some vines that are growing on various areas of the building. Although these vines can break up the view of a masonry wall, they can also grow into the flashings and soffits of a building causing significant damage. We recommend cutting these back yearly as a part of normal maintenance to ensure they are growing only where they are desired and keeping them away from roof edges and other places where they can cause damage.



North Drive Aisle



East Elevation

Interior

As expected, the interior of the building was in very good shape and well maintained since the completion of the renovations in 2021.

Toilet Rooms – the main public toilet room renovations were completed in 2016 and are still in good condition. We would expect these areas to not require significant renovation until after 2036 – beyond the scope of this report.

Flooring and Painting – The flooring and painting throughout nearly all of the building is new from 2020/21. We expect painting to need refreshing about every 7-10 years depending on use. For flooring, we expect carpet to last 10-15 years depending on use, traffic and cleaning. We also recommend that areas be updated as opposed to the entire facility. This helps smooth cash flow as well as allows addressing the neediest areas first while getting more life out of other areas. Therefore, we have included one partial paint and flooring update in the cost spreadsheet. (A8)

Ceilings – The ceiling in the adult collection area was not updated as a part of the most recent renovation. We recommend planning for at least a ceiling tile replacement in this area in the next 10 years to keep the space looking fresh and clean. (A9)

Ceiling Mounted Power Reel – the maker space has a ceiling mounted power reel as an added convenience to the room. The connection of these reels to the structure above need to be checked periodically (yearly or at least every other year) as they can come loose with regular use and can be drop with a significant pull. Although not a cost item, we want to highlight this as something to check.

Roof

(Prepared by Weatherguard Roofing)

The existing roof system is comprised of a fully adhered TPO/PVC membrane and less than 10 years old (2014?). With proper inspection and maintenance, this system should have a life expectancy of 20-25 years or 10 to 15 more years from the time of this report. At the time of original inspection there was considerable tree debris on the roof at the roof drains. At a later inspection (8/3/22) much of that had already been removed but several drains remain covered in debris. That needs to be removed for proper draining of the roof and areas cleared at least twice a year as tree and bush debris accumulate. We also recommend that roofs be inspected twice a year by a person knowledgeable in roof systems and with the ability to make minor repairs on the spot. (R1)



Debris covering drain opening



Debris covering drain opening

Heating, Ventilating, and Air Conditioning

(Prepared by 2010 Engineering)

Existing Conditions:

Central Heating Plant

The central heating plant consists of (3) Lochinvar Copper Fin II CHN751 gas fired atmospheric boilers with modulating burners located in the second-floor mechanical room. Each boiler was installed in 1999 and has an input capacity of 750 MBH. Each boiler has a Bell & Gossett boiler circulation pump installed in 2017. The primary boiler loop is circulated by (2) Bell & Gossett hot water pumps with variable frequency drives installed in 2017 in a lead/stand by configuration. The hot water system serves the air handling unit coil, VAV box coils, and hot water terminal units throughout the building.

Central Chilled Water Plant

The central chilled water plant consists of a Trane CGAM-100A air cooled water chiller located on grade. The chiller has nominal 100 tons capacity and was installed in 2014. The chilled water circulation pump is located within the chiller enclosure. The insulated chilled water piping at the exterior of the building has a mix of aluminum jacket and PVC jacket. The PVC jacket has deteriorated allowing rainwater to enter the insulation.

Air Handling System

The building is heated, cooled, and ventilated by a roof mounted Trane CSAA050 variable volume air handling unit that was installed in 2014. It has a single water coil originally used for chilled water only, but in 2017 a hot water-to-glycol water heat exchanger was installed so that hot glycol-water solution could be circulated through the coil in the winter. There is no return fan for the system, instead there is a roof mounted exhaust fan installed in 2014 to provide building pressure relief. Both the air handling unit supply fan and the exhaust fan are served by variable frequency drives installed in 2014.

The air distribution system utilizes Trane Variable Air Volume boxes with hot water coils to provide individual temperature control to various spaces. Most VAV boxes were installed in 2014 with (3) added in the 2021 renovation.

Glycol Fill System

To prevent freezing of the coil in the roof mounted air handling unit, glycol-water solution is mixed in a 55 gallon drum and pumped into the chilled water system with a Goulds AquaBoost II pump. The equipment was installed in 2014.

Miscellaneous Heating

Radiant ceiling panels are located at the high glass exterior walls. An electric wall heater is located in the book drop room.

MDF Closet

The MDF Closet is cooled by a Carrier duct free split system installed in 2021 with nominal 2.5 tons cooling capacity.

Exhaust Fans

Toilet rooms are exhausted by a combination of ceiling mounted and roof mounted exhaust fans. A roof exhaust fan tagged EF-2 installed in 1990 serves the public toilet rooms at the northeast corner of the building. A roof exhaust fan tagged EF-3 installed in 1990 serves the staff toilet rooms at the west side of the building. A roof exhaust fan tagged EF-4 installed in 1990 serves the staff break room. A roof exhaust fan installed in 2021 serves the Maker Space. Individual ceiling mounted exhaust fans installed in 2021 serve the single user family toilet rooms.

Temperature Controls

A Trane Building Automation System provides temperature control for the building HVAC system. It was installed in 2014.

Revision Recommendations:

Central Heating Plant

The central heating plant Lochinvar hot water boilers are 23 years old, at the end of their useful life, and should be replaced in the next 1-2 years. Being atmospheric, they are not particularly efficient, so when they are replaced, it is recommended they be replaced with high efficiency condensing boilers. (H1) The associated boiler circulation pumps are only 5 years old and shouldn't need to be replaced for another 20 years. The variable frequency drives serving the main system circulation pumps are 8 years old and should be scheduled for replacement in the next 12 years. (H2)

Central Cooling Plant

The Trane air cooled water chiller is 8 years old and should be scheduled for replacement in the next 12 years. The chilled water pump, which is installed in, and part of, the chiller will be replaced at the same time. (H3) The deteriorated PVC jacket covering the exterior chilled water piping allowing water into the insulation should be removed and replaced with new insulation and a VentureClad jacket. (H4)

Air Handling Unit

The Trane roof mounted air handling unit is 8 years old and in good condition. It shouldn't need to be replaced for another 20 years. The variable frequency drives for the air handling unit and exhaust fan are 8 years old and should be scheduled for replacement in the next 12 years. (H5)

Most of the VAV boxes are 8 years old and in very good condition. They shouldn't need to be replaced for another 20 years.

MDF Room HVAC System

The duct free split system serving the MDF is 1 year old and shouldn't need to be replaced for 20 years.

Exhaust Fans

Roof mounted exhaust fans tagged EF-2, EF-3, and EF-4 are 32 years old and should be scheduled

for replacement in the next 8 years. (H6) The roof mounted exhaust fan tagged EF-3 does not operate and needs to be repaired - this could be a control issue, or an issue with the fan itself. (H7) According to staff, the (2) ceiling mounted exhaust fans installed in 2021 serving the single user family toilet rooms currently operate constantly - these fans should be tied to the occupancy sensor and go on and off with the lights. Exact operation needs to be verified and revised as needed.

Temperature Controls

The existing Trane Building Automation System is 8 years old and should be provided with software updates as required. We assume that the library has a service contract with Trane for regular system maintenance. (H8)

Plumbing

(Prepared by 2010 Engineering)

Existing Conditions:

The 2" domestic water service enters on the north side of the building in Electrical/Water Service Room 151. The water main crosses the parking lot from east to west and is fed from a City water main located in Elm Street. The portion of the water main adjacent to the building entry point was installed as part of the 2020 Renovations project.

The 2" domestic service is equipped with a 2" reduced pressure detector assembly backflow preventer, Wilkins Model 975XL2 (SN: 4790286). The backflow preventer is tested and certified with the last test date 4/14/2022. The 2" domestic water service is equipped with a Mount Prospect water meter. The water meter has wiring for a remote reader. The drain down hose valve on water line does not have a vacuum breaker to protect the water line.

The exterior fountain feature is fed from a water line located in the cabinetry in Café 102. The water feed line to the exterior fountain is protected by a 1" reduced pressure zone backflow preventer located in the cabinetry.

Domestic water is distributed from the service with copper domestic water piping. The domestic cold, hot and recirculation throughout the building all appears to be copper piping. Copper water piping has a very long service life and is the best material for water distribution.

The domestic water heater for the building is located on the mezzanine level of the building in the mechanical room. The domestic water heater is a 40 gallon Rheem Fury, Model 22V40F1 (SN: RHLN0512404889), 38,000 BTU gas fired tank type water heater. The domestic water heater is in good condition and was manufactured on May 7, 2012 but is nearing the end of its useful life. The domestic water heater expansion tank is a Wilkins WXTF-18 dated 5/31/2002. Domestic hot water circulation is accomplished with Taco domestic water circulation pump located at the domestic water heater. Domestic water recirculation pump is in good condition and is tagged as new on 4/8/2004.

Sanitary drainage for the building, where exposed, is mainly cast iron piping. Piping is in good condition and waste flows well under normal conditions. Newer piping for toilet room improvements is

Schedule 40 PVC sanitary piping. The library has a program in place that every 2 years or so the sanitary service from the building to the sewer main is flushed / rodded to clear away build-up or roots that have infiltrated. This preventative measure is effective in keeping the line flowing properly and should be maintained.

Public toilet room plumbing fixtures are commercial quality fixtures in good condition. Multiuser toilet rooms are equipped with water closets and urinals are wall mounted china fixtures with sensor flush valves. Multiuser toilet room lavatories are counters with individual bowls with manually activated faucets. Single user toilet rooms are equipped with floor mounted tank type water closets in both staff and public areas. Single user toilet room lavatories and wall hung china with low flow sensor faucets equipped with thermostatic mixing valves. Toilet rooms are equipped with floor drains.

The building has two locations of ADA compliant hi-low electric water coolers with bottle fillers for public use. The break room is also equipped with a "quench" water filter system and a water line to the refrigerator.

Break rooms and work rooms are equipped with stainless steel sinks with gooseneck and swing spout faucets with thermostatic mixing valves. Some sinks are equipped with drinking water filters/dispensers and coffee machines located on the sink deck. No inline check valves are present on water feed lines in Kitchenette 148 in Meeting Room. Although technically a code requirement, the operation and safety of the system is not compromised.

Maker Space is equipped with an industrial stainless sink with a solids interceptor. The faucet has an option for a standard gooseneck spout discharge or a hand spray unit discharge.

The Janitors Closet is located in the Staff area with a mop basin and faucets with integral vacuum breakers. Janitor closet is equipped with a chemical soap system. Domestic water system should be provided with RPZ backflow preventer device at soap system location per Code.

The roof drainage is accomplished by storm piping from an edge gutter system on the building. Storm piping from drains runs through the eaves and is exposed outside the building.

Exterior hose bibbs are located around the perimeter of the building for lawn irrigation and sidewalk wash down. The hose bibbs have integral vacuum breakers.

Revision Recommendations:

Provide non-removable vacuum breaker on water service room hose valve. (P1)

Provide inline check valve on water supply line to filter and coffee machine in Kitchenette 148 (in Meeting Room B). (P2)

Existing janitor closet service sink should not have chemical soap system directly connected to the service sink faucet per IDPH and Illinois Plumbing Code Cross Connection requirements. An

independent water connection and RPZ backflow preventer should be provided at all chemical soap systems. (One location.) (P3)

Replace the domestic water heater and associated accessories. (P4)

Fire Sprinkler

(Prepared by 2010 Engineering)

Existing Conditions:

The building does not have a water-based fire protection system. City water lines in the area of the building are not large enough to support a water-based fire suppression system.

Revision Recommendations:

None.

Electrical & Fire Alarm

(Prepared by 2010 Engineering)

Existing Conditions:

Electrical Service

The main electrical service is fed from a pad mounted utility transformer located at the west side of the building. The service entrance conductors are routed underground to an outdoor service entrance rated automatic transfer switch located in the same courtyard. The transfer switch is rated 1200 amperes at 208/120V-3Ph-4W with a 1200 ampere main circuit breaker service disconnect. It is manufactured by ASCO, was installed around 2010, and is in good condition. The peak demand usage for the building over the past 24 months occurred in August 2021 and was 185kW (604 amperes) which is normal for a building of this type and size. The maximum demand at 125 percent plus new load cannot exceed the rating of the service per NEC. As a result, there is roughly 200 amperes of spare capacity on the electrical service to accommodate future loads before a service upgrade is required. For context, this allows for some additional usage such as adding two car chargers but is not enough spare capacity for a significant building addition or system change (going to electric heat throughout for instance).

Electrical Power Distribution

The outdoor service entrance rated automatic transfer switch feeds a switchboard assembly in the main electrical room. This switchboard assembly was installed around 1990 and served as the service entrance switchboard prior to the installation of the automatic transfer switch outside. It is rated 1600 amperes at 208/120V-3Ph-4W. It is manufactured by 'Chicago Switchboard' and appears to be in fair condition with space to accommodate additional loads. This switchboard feeds branch panels to distribute power throughout the building. The electrical distribution equipment ranges in various condition and is manufactured by various manufacturers. There is (1) electrical panel in the mezzanine level of unknown manufacturer. It is a fusible switch panel and appears to be in fair condition. There are (3) electrical panels in the main electrical room manufactured by 'Chicago Switchboard'. They were installed around 1990 and appear to be in fair condition. There is (1)

electrical panel in Elec/Water Main room manufactured by 'General Electric'. It was installed around 2018 for the snow melt system and appears to be in good condition. There are (2) electrical panels in Elec/Water Main room, (1) electrical panel in Meeting Room storage, (1) electrical panel in Program Room storage manufactured by 'Square D'. They were installed as part of the 2020 renovation work and are in excellent condition.

Generator

An outdoor, natural-gas generator is installed at the west side of the building. It feeds an outdoor service entrance rated automatic transfer switch. It provides back-up power to the entire building. The generator was installed around 2010 and is in good condition. It is rated 250kW at 208/120V-3Ph with a 1000A-3P circuit breaker and manufactured by Generac. There are two factors that impact the expected life of a generator: run-time and age. A back-up generator like this rarely needs replacement based on run-time and most often requires replacement based on age and availability of replacement parts. The expected service life for a well-maintained generator is approximately 20-25 years. Longer life can be achieved depending on the equipment and maintenance. Therefore, this generator has about 10+ years remaining of expected service life. The library has a maintenance contract that should be kept in place to maximize the life and help ensure the generator works properly when needed.

Lighting

There are varying styles of luminaires inside the building including lay-in troffers, strip lights, recessed round downlights, suspended/recessed linear lights, decorative pendants, decorative vanity lights, cove lights, undercabinet lights, etc. The majority of the lighting has been replaced with LED type as part of the 2020 renovation work. Lights in Adult Collection and Youth Collection that were not part of the renovation work appears to have been retrofitted with LED bulbs. Lights in the mezzanine level appear to be original and should be replaced with new energy-efficient lights to improve light levels. Overall, the interior lighting appears to be in good condition and provides adequate light levels throughout the building.

Lights in the mezzanine level are controlled by on/off toggle switches. The majority of the lighting fixtures on the main level are controlled by occupancy sensors with manual override switches. Lights in Men's and Women's restrooms are controlled via a time clock in Elec/Water Main room.

Exterior lights are installed around the outside of the building including wall packs, bollards, in-grade lights, and parking lot poles. The majority of exterior lighting has been upgraded or retrofitted to LED source. There were some bollards that were observed to contain the original metal halide bulbs. All the exterior lighting is controlled by a relay panel or time clock. The exterior lights appear to be in fair/good condition.

Exit signs and emergency lighting appears to be adequately provided throughout the building. Integral battery units are used as the emergency power source for the exit signs and emergency lighting.

Fire Alarm System

The building is protected throughout with smoke/heat detectors and audio/visual notification devices

that are tied to a control panel located in the corridor by the staff entrance. The fire alarm control panel is manufactured by Notifier #NFS-320 and is an addressable system. The system was installed as part of 2020 renovation work and is in excellent condition.

Telecommunication System

The main communication rack is located in IT 146 across from the main electrical room. The horizontal structured cabling is CAT6. The system appears to be functional and in good condition.

Revision Recommendations:

Thermal imaging service is recommended at (3) panels in the main electrical room and (1) fusible switch panel in the mezzanine level as a preventative measure to ensure all connections are secure and properly terminated. (E1)

Fusible switch panel in mezzanine level has exceeded its serviceable life and should be replaced with a new circuit breaker panel. (E2)

Provide new energy efficient lighting in the mezzanine level to improve light levels. (E3)

There are cables and wires draped over the water service piping in the Elec/Water Main room. Investigate and remove if they are abandoned. (E4)

Provide local override switch with occupancy sensors to operate lighting and exhaust fan in Men's and Women's restrooms to conserve energy when rooms are not occupied. (E5)

Existing bollards containing metal halide bulbs should be replaced with new LED bulbs as they burn out. (E6)

Provide infrastructure for charging stations in the parking lot to serve patrons or staff with electric vehicles. The building's electric service appears to have capacity for adding two single phase charging stations without using all existing spare capacity. (E7)

The controller shows a portion of the sidewalk snow melt system was activated in the middle of the summer. Investigate and repair as required. (E8)

Provide routine inspection and maintenance on the roof/gutter de-icing and sidewalk snow melt system to ensure the system is functioning efficiently. (E9)

Provide cover plate for an outdoor junction box outside the Elec/Water Main room. (E10)

Energy & Environmental Ideas

As is a priority to the library and as requested, we offer the following ideas and points of thought for future energy savings and environmentally friendly undertakings.

Geothermal Systems

Geothermal heating and cooling systems cannot only save energy overall but also reduce / eliminate the use of fossil fuels for heating. The use of geothermal systems requires completely different HVAC equipment in addition to a geothermal well field. The well field can be placed below paved areas which is the library's only option. With the age of the parking lot and remaining useful life in some of the existing HVAC equipment (Chiller in particular), the next point in time to consider switching to geothermal is likely 12 years (2034/2035). At this point the parking lot is likely to need extensive work and the chiller will at the end of its useful life.

That process would entail doing an energy audit for systems likely to include changing out the ceiling mounted VAV's (need larger coils), removing the radiant ceiling panels, and changing hot water cabinet heaters to electric. Likely at that point in the future, the energy cost savings would justify the early removal of boilers installed in the next year or so.

CO2 Monitoring

A lower cost option that could save significant energy is to add CO2 sensing equipment and controls to reduce energy by re-circulating more air and reducing the need for tempering outside air. Although this can save significant energy costs for a relatively low-cost change in equipment controls (\$5-8k, confirm with current vendor), it also reduces the amount of fresh air being brought in. With all that has happened the past 2 years with COVID, many people are re-thinking the value of fresh air and healthy building environments even at a higher energy cost.

Solar Panels

The library facility does have a very good southern exposure with open views from both flat and low slope roofs that would be ideal for roof mounted Photovoltaic (PV) panels – the most economical and maintenance free option. PV panels have a 20-year life expectancy so it is ideal to install them with a new roof which generally has a similar life span. Although the library could elect to install panels now, the most advantageous time would be to consider this when replacing / recoating the roof membrane likely in 10+ years (2032/2033). The library as a public entity should look into a leased option or a Power Purchase Agreement (PPA) which brings tax incentives into play for the installing company that technically owns the system. This type of option can reduce the costs and pay-back period.

The use of free-standing structures like a car canopy that incorporates PV panels are eye-catching and make an environmental statement as well as an educational tool but are not economical. Because of the high cost of the foundations and structure, these systems generally will not pay for themselves in energy savings before they need to be replaced. Systems that pay for themselves in energy savings need to be as simple as possible like the ones generally installed on roofs.

Green Roofs

Adding vegetation to the roof of a structure can greatly reduce the solar gain of a building and reduce cooling loads. Vegetation also reduces the heat-sink effect of buildings especially those with dark roofs. Unfortunately, vegetation and soils required to support them add significant weight to a structure. The existing library building was most certainly not designed to anticipate a heavier roof load and would need to be modified to accept such a load. Although this would require a structural

study to confirm, but it is extremely likely the cost of the required structural modifications including repairing the finishes and systems (ductwork, conduit, etc.) required to be removed to accomplish the work would far outweigh the energy savings realized over time. This solution is better suited to new construction like an addition than to a retrofit situation.

Wind Turbines

Wind turbines generally become economical when they can access winds about 300' above the ground which are more consistent and stronger. These are very large structures and rather intimidating when near one. And are likely not allowed within the city limits. The smaller ones will generate some energy, but not enough for a reasonable pay-back. However these smaller ones can be used as a teaching / educational tool if that is a priority to the library.

Prospect Heights Public Library

Facility Report August 2022

v3 09/26/22



		Total Projected Cost (2022\$)		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Building Aspect	Item														
	Escalation Multiplier: 3.5% escalation per year, compounded			1.00	1.080	1.115	1.150	1.185	1.220	1.255	1.290	1.325	1.360	1.395	1.430
Architectural															
	Exterior														
A1	Masonry Maintenance	\$ 7,500		\$ 8,100						\$ 9,413					\$ 10,725
A2	Sealants	\$ 30,000			\$ 34,500							\$ 39,750			
A3	Auto Door Operators / Entry Doors	\$ 3,500		\$ 3,780		\$ 4,025			\$ 4,270		\$ 4,515		\$ 4,760		\$ 5,005
A4	Exterior Painting / Finishes	\$ 40,000		\$ 43,200								\$ 53,000			
A5	Parking Lot Maintenance	\$ 10,000		\$ 10,800		\$ 11,500			\$ 12,200		\$ 12,900		\$ 13,600		\$ 14,300
A6	Window Maintenance	\$ 5,000	\$ 12,500		\$ 5,575					\$ 6,275				\$ 6,975	
A7	Landscape Retaining Wall Maintenace	\$ 15,000		\$ 16,200									\$ 20,400		
	Interior														
A8	Periodic Flooring Replacement & Painting	\$ 60,000								\$ 75,300					\$ 85,800
A9	Acoustic Ceiling Replacement	\$ 55,000			\$ 61,325									\$ 76,725	
	Total Architectural	\$ 12,500	\$ 82,080	\$ 101,400	\$ 15,525	\$ -	\$ 16,470	\$ 90,988	\$ 17,415	\$ 92,750	\$ 38,760	\$ 83,700	\$ 115,830		

Roofing - Weatherguard

R1	Yearly Inspection / Maintenance	\$ 1,500	\$ 1,500	\$ 1,620	\$ 1,673	\$ 1,725	\$ 1,778	\$ 1,830	\$ 1,883	\$ 1,935	\$ 1,988	\$ 2,040	\$ 2,093	\$ 2,145
	Total Roofing	\$ 1,500	\$ 1,620	\$ 1,673	\$ 1,725	\$ 1,778	\$ 1,830	\$ 1,883	\$ 1,935	\$ 1,988	\$ 2,040	\$ 2,093	\$ 2,145	

MEPFP - 2010 Engineering

HVAC

H1	Replace Boilers	\$ 185,000		\$ 199,800										
H2	Replace Var. Frequency Drives on Hot Water Pumps	\$ 18,000												\$ 25,740
H3	Replace Chiler and Pumps	\$ 185,000												\$ 264,550
H4	Replace Chilled Water Pipe Insulation and Jacket	\$ 7,500		\$ 8,100										
H5	Replace Var. Frequency Drives on AHU Fans	\$ 20,000												\$ 28,600
H6	Replace 3 Exhaust Fans	\$ 15,000							\$ 19,350					
H7	Fix Exhaust Fan #3	\$ 2,000	\$ 2,000											
H8	Update Building Automation System Periodically	\$ 3,000	\$ 3,000		\$ 3,345	\$ 3,555	\$ 3,765	\$ 3,975		\$ 4,185				
	Total HVAC	\$ 5,000	\$ 207,900	\$ 3,345	\$ -	\$ 3,555	\$ -	\$ 3,765	\$ 19,350	\$ 3,975	\$ -	\$ 4,185	\$ 318,890	

Plumbing

[illegible]

Electrical & Fire Alarm

[illegible]

		Total Projected Cost (2022\$)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Building Aspect	Item													
	E7	Consider Adding Electric Car Charging Stations	\$ 65,000			\$ 72,475								
	E8	Investigate and Fix Snow Melt System Issue	\$ 2,000	\$ 2,000										
	E9	Inspect / Repair Snow Melt Systems (Roof & Sidewalk)	\$ 7,500	\$ 7,500		\$ 8,363		\$ 8,888		\$ 9,413		\$ 9,675		\$ 10,463
	E10	Replace Cover Plate on Exterior Junction Box	\$ 500	\$ 500										
		Total Electrical	\$ 12,000	\$ 17,820	\$ 105,925	\$ -	\$ 8,888	\$ -	\$ 9,413	\$ -	\$ 9,675	\$ -	\$ 10,463	\$ -

Report Summary	Total Report	\$ 34,000	\$ 309,420	\$ 222,378	\$ 17,250	\$ 14,220	\$ 18,300	\$ 106,048	\$ 38,700	\$ 108,388	\$ 40,800	\$ 100,440	\$ 436,865
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Proposed Reserve Funding Plan		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	Beginning Reserve Fund Balance	\$ 861,000	\$ 831,135	\$ 825,824	\$ 907,963	\$ 1,196,667	\$ 1,389,359	\$ 1,578,914	\$ 1,681,231	\$ 1,851,744	\$ 1,953,073	\$ 2,122,835	\$ 2,233,507
	Recommended Reserve Fund Contribution	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Annual Expenses	\$ 34,000	\$ 309,420	\$ 222,378	\$ 17,250	\$ 14,220	\$ 18,300	\$ 106,048	\$ 38,700	\$ 108,388	\$ 40,800	\$ 100,440	\$ 436,865
	Annual Interest (0.5%)	\$ 4,135	\$ 4,109	\$ 4,517	\$ 5,954	\$ 6,912	\$ 7,855	\$ 8,364	\$ 9,213	\$ 9,717	\$ 10,561	\$ 11,112	\$ 9,983
	Ending Reserve Fund Balance	\$ 831,135	\$ 825,824	\$ 907,963	\$ 1,196,667	\$ 1,389,359	\$ 1,578,914	\$ 1,681,231	\$ 1,851,744	\$ 1,953,073	\$ 2,122,835	\$ 2,233,507	\$ 2,006,625

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Administrative Assistant/Promotional Services

DEPT: ADMINISTRATION

TYPE: Non-Exempt

JOB PURPOSE: To coordinate library supply purchasing and building maintenance as needed, create library promotional materials and manage volunteers.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise volunteers in all departments.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of promotional materials working with the adult, teen, and children's departments as well as the Friends and Foundation. This involves creating and coordinating our quarterly newsletter, various library handouts, posters, and special promotions in print; creating and curating digital content on our website; creating our e-newsletter and coordinating scheduling on our social media sites. Other duties as assigned. (60%)

Responsible for developing and administering a volunteer program. This involves maintaining records of volunteer service; interviewing volunteers for positions; and coordinating volunteer assignments. It also includes maintaining statistics on volunteer service to the library. Other duties as assigned. (40%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others. Intermediate to advanced Microsoft Office and Adobe Suite skills.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult and Senior Programmer

DEPT: ADULT SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To create and provide library programming services to the adult and senior populations.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Adult Services Manager.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to adults and seniors. Conducts programming in-person, by phone, and through Zoom/Webex. Creates "Take & Make" program bags weekly. Plans programs to promote learning, reading, memory care, etc. to adults of all ages. Maintains programming statistics and provides reports and feedback on programs and services. Works with Adult Services Manager to develop and administer the programming budget. Interprets programs to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Staffs the reference desk to provide reference and reader's advisory assistance to adults of all ages. Maintains knowledge of library collection and services. Assists in planning and implanting special library events and the Summer Reading Program (SRP). (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Familiarity with seniors and library programming or event planning a must. Commitment to work evenings and weekends. MLIS preferred, but not required. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult and Teen Services Manager
DEPT: ADULT SERVICES
TYPE: Exempt

JOB PURPOSE: To provide library services to the adult and teen population and to coordinate all adult and teen programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development, and delivery of services to adults and teens. This includes providing reference and reader's advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults and teens of all ages. Maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for adult and teen services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on adults and teens. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult Services Librarian and Programmer

DEPT: ADULT SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To provide library services to the adult population and to coordinate all adult programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development, and delivery of services to adults. This includes providing reference and reader's advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults of all ages. Also maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for adult services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on adults. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Assistant Director

DEPT: ADMINISTRATION

TYPE: Non-Exempt

JOB PURPOSE: Responsible for assisting the Library Director with day to day operations, special projects and assumes all responsibilities of the Director in the Director's absence.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May be asked to supervise staff and/or volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for assisting the Director in annual budget planning, policy suggestions and revisions for the Board and procedures for the library. Helps to implement budgets and policies after approval. Must be familiar with necessary report filings. Required to attend at least one Board meeting per quarter. Actively participates in outreach and creation/maintenance of community connections. Is the library backup for FOIA request. Works with Director to plan and coordinate all staff trainings (in person and virtual). Maintains a current awareness of trends in librarianship.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS from an accredited university/school or similar work experience required. Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation Supervisor

DEPT: PATRON SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To manage the proper functioning of the Circulation Department on a daily basis and provide the first impression of library services to patrons.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Technology Manager. May supervise circulation clerks, pages, and/or volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Oversees circulation staff and trains staff in circulation functions. Assists patrons in the use of library services, facilities and equipment. Interprets library policies for patrons, handles patron complaints, and encourages positive, friendly service from personnel. Sets goals for department and coordinates activities with library administration. Creates signage, displays and handouts to educate patrons and promote services. Oversees the return of books and materials to shelves or storage places. Maintains patron registration files and makes new and replacement library cards for patrons. Carries out procedures to identify and retrieve overdue materials and settles problems arising from late, damaged, or lost materials. Oversees the processing of billing notices, the routing of interlibrary loan requests, and the fulfilling of item holds. Reviews professional publications and attends meetings and continuing education workshops. Answers and directs telephone calls, performs routine circulation desk duties as necessary, and performs other tasks as assigned. Assists with annual performance reviews.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to deal with staff and the public in a courteous manner. Good communication skills. Desire to help people. Working knowledge of computer applications for library services. Ability to defuse upset patrons, explain procedures, and calmly rectify any misunderstandings while observing library standards and policies. Working knowledge of supervisory methods including delegation, scheduling, change management, evaluating performance, and maintaining morale. Ability to make decisions of other than a routine nature in order to meet controlling conditions.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English. Must be able to lift arms above shoulder level to retrieve items from shelves and lift and balance heavy books. Must be able to juggle several tasks at once including waiting on patrons and answering the telephone. May remain in a standing position for extended periods of time.

QUALIFICATIONS FOR APPOINTMENT: Bachelor's degree or equivalent library and/or customer service experience. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation and Technology Manager

DEPT: PATRON SERVICES

TYPE: Exempt

JOB PURPOSE: To supervise circulation supervisor, clerks and pages. Provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. Supervises circulation supervisor(s), clerks and pages. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Schedules, supervises, and evaluates circulation staff. Trains staff on new technologies/databases/updates to the cataloging system. Coordinates with the library's technology vendors and works with the library's IT contractor to maintain library technology and troubleshoot problems. Assists patrons on the public access computers. Creates technology classes including series as well as single classes on a variety of topics. Recommends technology-related and patron-related policies and procedures to Library Director and advises on long-term needs in relation to these areas. Creates signage, displays and handouts to educate patrons and promote technology and library services.

Works with Adult Services Librarians to promote eBooks and other emerging technologies. Troubleshoots issues with the online circulation system and acts as local liaison with SWAN on circulation matters. Assists in budget process related to technology including databases, equipment, software, website, etc. Applies for funding to improve or expand the library's technology to meet the needs of the community. Records monthly circulation statistics and creates other statistical reports as needed. Assists in maintaining the library's website. Keeps current with technology trends; reviews professional publications; and attends meetings and continuing education workshops. Supervises and provides continuing training to library staff and volunteers.

Additional Responsibilities:

Performs routine circulation desk duties as necessary. Assists patrons with reference questions, as needed. Encourages positive, friendly service from personnel. Defuses upset patrons, explains procedures, and rectifies any misunderstandings. Oversees billing and collections operations. Provides input on selecting materials for acquisition and withdrawal, primarily in the audiovisual collection. Advises library Director about departmental problems or changes. Assists in

performing non-circulation work in other departments, as needed. Performs other tasks as assigned by the Director.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS from an accredited university/school or similar work experience required. Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation Clerk
DEPT: PATRON SERVICES
TYPE: Non-Exempt

JOB PURPOSE: To provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Circulation Supervisor and Circulation Technology Manager. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Performs tasks relating to circulating library materials, registering users, promoting library programs and services, and answering general information inquiries. Assists patrons at the Public Services desk with equipment including, but not limited to: public computers, printer, scanner, photocopier, and fax machine. May assist patrons with public computer questions, including, but not limited to: browsing the Internet, sending and receiving email, filling out online forms, and creating, editing, saving and retrieving documents. Handles incoming phone calls with a high level of customer service. Answers general information and directional questions. May work on special projects as assigned. May perform other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Library Director
DEPT: ADMINISTRATION
TYPE: Exempt

JOB PURPOSE: To create a dynamic library culture, connect with the community and continually improve the functionality and visibility of the library.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Board of Trustees.
Supervises all administrative staff. Assists with management of other staff and volunteers as needed.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Board: Attends Board of Trustee and Committee of the Whole meetings. Works with legal counsel to create necessary ordinances and resolutions. Works with the Board of Trustees to carry out the affairs of the North Riverside Public Library, including assisting in the formulation of policies and practices of the Board. Supports and requires the implementation of all board-approved strategic plans across departments. Develops and implements the necessary people and staff infrastructure that supports the library's objectives. Working with the library's management, creates the annual budget for presentation to the Board of Trustees for its discussion, possible amendment, and ultimate approval.

Staff: Directs and supports the recruiting, training and development, performance management, and retention of staff. Maintains an overview of library activities to hire and position staff to where they best serve the community and can realize their own success. Leads, implements, facilitates, and encourages professional development among staff members and mines the talents of staff to benefit library activities and goals. Creates opportunities for staff to suggest and implement improvements in library service, programs, and collections within a community-focused framework that supports the vision and mission of the North Riverside Public Library. Provides leadership to staff concerning the creation and implementation of innovative and inclusive practices in library management/administration and strategic planning.

Community Engagement and Relations: Expands community outreach to provide broader channels for the exchange of information, encouraging the library's responsiveness to the needs of the community and measuring and communicating impact with all stakeholders. Provides liaison initiatives to the business and school communities, positioning the library as a partner to them. Pursues partnerships with other organizations as appropriate to build offerings and audiences, consulting others knowledgeable in the field as appropriate in support of the library's role in community building and creating a shared and valued social infrastructure. Must be able to

envision the future and continue to build community with partners, patrons, and peer libraries on a local, regional and national level.

Service and Operations: Oversees the utilization and maintenance of the library's owned building and grounds. Leads the day-to-day operations of the library, including but not limited to: collections, communications, equity and anti-racism, human resources, operations, public services and programs, social services and public safety, and technology. Supervises the use and maintenance of technology to deliver, monitor, and enhance library services.

Budget and Finance: Maintains the financial integrity of the budget's implementation and administration. Oversees the appropriate solicitation, acceptance, and expenditure of restricted gifts. Oversees the provision of clear and complete reporting of library finances to the Board of Trustees for transparency for the community. Ensures that a professional audit of the library's finances is conducted every year and the results are reported to the Board of Trustees.

Communication: Acts as a conduit between the Board of Trustees and staff to ensure smooth coordination of articulations associated with daily operations, fundraising activities, and other pertinent communications related to the library. Facilitates, understands, and supports the leading and directing of all internal and external communications and public relations of the library. Oversees the continual development of the library's website and social media so that they are outstanding instruments for service delivery, information exchange, and public awareness. Must be able to clearly communicate and articulate library decisions and actions as they support the library's mission, vision, and goals—especially when others' values are not in alignment. Must be empathetic and skilled at problem-solving, conflict management, and resolution

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS required. 2-5 years management experience recommended. Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Maintenance

DEPT: MAINTENANCE

TYPE: Non-Exempt

JOB PURPOSE: To identify and repair or suggest repairs to the library building and grounds. To be responsive to library structure and grounds issues as identified by staff members.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for repairing or replacing broken fixtures in the restrooms, stopping leaks and any maintenance, or for suggesting major repairs to be done by an outside company. Responsible for repairing or replacing broken light fixtures and burned out bulbs throughout the building. Responsible for minor painting projects and maintenance. Responsible for seasonal planting and decorating. Responsible for minor flooring repairs/replacement, cabinetry repair/replacement, and furniture repair/replacement. Responsible for implementing other updates as suggested or identified. (75%)

Works with different departments to give small “how to” programs. (5%)

Works to identify areas of improvement to the library facility and grounds and plans improvements within the budget with the director and head of the Library’s Building and Grounds committee. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of maintenance of commercial facilities and grounds. Good verbal and written communication skills. Ability to work well with patrons and co-workers; relate well to the public and represent the library effectively to community groups; creatively solve problems and provide accurate information to the library administration; handle fast-paced, often multiple, inquiries from the staff; plan, lay out and coordinate the work of or with others; and work without supervision.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use tools and make repairs. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift materials weighing up to 50 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: High school diploma and minimum of 2 years facility maintenance experience. Commitment to work evenings and weekends regularly.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Page

DEPT: PATRON SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To ensure the proper shelving and organization of library materials and assist with daily opening and closing operations.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Circulation and Technology Manager. May take direction from other department administrators as needed.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Shelves library materials and maintains order of library shelves. Empties book drops. Follows library opening and/or closing procedures. Refills paper in photocopiers. Retrieves items from shelves for interlibrary loan. Helps set up meeting rooms for library programs. Assists library patrons as needed or directs patrons to appropriate staff member(s). Assists with weeding projects and other special projects as needed. (90%)

Other duties as assigned. (10%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to deal with staff and the public in a courteous manner. Some familiarity with computers and email required.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Must have visual ability to see computer screen and read call numbers on books and bar code labels. Must be able to lift and carry bags of books or boxes weighing up to 40 pounds. Must be able to reach heights of greater than 60 inches. Must be able to walk distances of more than 50 feet within the building to shelve or retrieve materials. May be required to stand for extended intervals of time during work periods. Must be able to perform repetitive hand motion for extended periods of time. Must be able to bend to reach lower shelves.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Library and/or customer service experience a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Technical Services Manager

DEPT: TECHNICAL SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To process all materials, traditional and non, for all departments. Coordinate with other departments for reprocessing materials as needed.

ORGANIZATIONAL RELATIONSHIPS: Supervised by Library Director. May supervise volunteers or other staff for projects.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Obtains orders from Adult, Teen, Children, and A/V departments to categorize material purchased. Accepts packages to sort through material. Cross checks all material purchased is correct, follow up with department heads if there are any discrepancies. Processes all material in order to input into WorkFlows. Creates records as needed when items are not already in WorkFlows. Communicates with SWAN in regard to any changes with the record creating process or discrepancies with items. Stays up to date with changes by watching webinars, attending seminars or conferences, or communicating with other libraries. Purchases items to help process materials. Maintains standards throughout the library and delegates duties to others as needed. Creates Visual Processing Guide for others to learn how to process material when updates occur. Creates How-To documents in order to input material into WorkFlows when updates occur. Trains others as needed to act as back-ups and help with standardizing library. Assists with departmental weeding projects. Participates in management meetings. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to deal with staff and the public in a courteous manner. Familiarity with computers, Microsoft Office, and email required.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Must have visual ability to see computer screen and read call numbers on books and bar code labels. Must be able to lift and carry bags of books or boxes weighing up to 40 pounds. Must be able to reach heights of greater than 60 inches. Must be able to walk distances of more than 50 feet within the building to run programs and help patrons as needed. May be required to stand for extended intervals of time during work periods. Must be able to perform repetitive hand motion for extended periods of time. Must be able to bend to reach lower shelves.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Library and/or customer service experience a plus. Masters of Library Science (MLS degree) from an accredited ALA accredited university/school or comparable education or experience.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

APPROVED: 2/20/23

POSITION: Youth Services Manager

DEPT: YOUTH SERVICES

TYPE: Exempt

JOB PURPOSE: To provide library services to the youth population and to coordinate all children's programming and outreach. Collaborate with other departments on family/intergenerational programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of all youth services and coordination and planning of family/intergenerational services. This includes supervision of programs, handouts, and outreach; collection development (selection and weeding) of materials; staff management and advocacy, including hiring, training, mentoring, scheduling and evaluating. Contributes to the library's quarterly newsletter. Maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in youth librarianship and networks with others in the field. (80%)

Creates an outreach schedule and coordinates outreach for youth services and the library in general. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on current and emerging trends in librarianship. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Previous management experience a plus. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Youth Services Programmer

DEPT: YOUTH SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To create and provide library programming services to the youth population. Provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Youth Services Supervisor and Youth Services Manager. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to birth through tween. Conducts programming in person, by phone and through Zoom/Webex. Assists with collection development. Responsible for ensuring materials and supplies are assembled for programs and kits. Contacts community organizations, schools, etc., to plan outreach/off site programming. Maintains programming statistics. Works with the youth services manager to suggest larger program series, departmental improvements, and staff training for budgeting. (80%)

Expected to remain current on trends in youth services librarianship. Special programs and projects as assigned. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Youth Services Supervisor

DEPT: YOUTH SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To supervise youth services programmers and volunteers. Provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Youth Services Manager. Supervises youth services programmers. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for assisting in the planning, development and delivery of programming and promotional materials specific to the youth services department. Focuses on creating outreach strategies and actively promotes the library in the community. Maintains a current awareness of trends in youth services librarianship. Assists with collection development. Assists in maintaining statistics for programming and reference transactions as well as study room and The Annex usage. Manages website and calendar content for the department. (75%)

Responsible for collaborating with other departments to provide intergenerational programming and outreach. Supervises volunteers. Other duties as assigned. (25%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS from an accredited university/school or similar work experience required. Commitment to work evenings and weekends. Bilingual in Spanish a plus.