

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
March 4th, 2024
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. Advocacy

A.

4. Building & Grounds

- A. Capital Improvement Plan - Presentation by Studio GC
- B. Lower Level update discussion
- C. Painting/wall repair quote

5. Finance

A.

6. Personnel

- A. Benchmarking Salary Survey update

7. Policy

- A. Review section 1 / 2 of the NRPLD Policy Manual

8. Strategic Planning

- A. Trustee Manual

9. Other Business

- A. Annexation discussion - Hines - Hospital area
- B. Updated Director's Succession Plan
- C. National Library Week (April 7-13), National Library Employee Day - April 9

10. Adjournment

The Library Board meeting is scheduled for Monday, March 18th, 2024 at 6:30pm. *Note: New time.

A FACILITY ASSESSMENT FOR THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 Des Plaines Avenue, North Riverside, IL 60546

March 5, 2024

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<u>A FACILITY ASSESSMENT FOR</u>	
<u>THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT</u>	<u>1</u>
<u>INTRODUCTION</u>	<u>4</u>
<u>OVERVIEW AND BUILDING HISTORY</u>	<u>4</u>
<u>BUILDING TIMELINE</u>	<u>4</u>
<u>ARCHITECTURAL ASSESSMENT</u>	<u>5</u>
<u>SITE COMPONENTS</u>	
SITE GRADING & LANDSCAPING	5
SITE UTILITIES	7
PARKING LOT COMPONENTS	9
CONCRETE PAVING - FLATWORK	9
OTHER SITE COMPONENTS	10
<u>BUILDING STRUCTURE</u>	<u>13</u>
<u>BUILDING ENVELOPE</u>	
EXTERIOR WALLS	14
SEALANTS	14
DOORS	15
FENESTRATION	15
ROOFS	16
THERMAL BARRIERS & MOISTURE CONTROL	17
<u>INTERIOR ENVIRONMENT</u>	<u>18</u>
<u>ADA COMPLIANCE</u>	<u>21</u>
<u>MECHANICAL, ELECTRICAL & PLUMBING SYSTEMS</u>	
INTRODUCTION	222
OBJECTIVE	22
MECHANICAL SYSTEMS	22
PLUMBING SYSTEM	24
FIRE PROTECTION SYSTEM	26
ELECTRICAL SYSTEMS	27
POWER DISTRIBUTION:	27

INTERIOR LIGHTING	27
EXTERIOR LIGHTING	28
EGRESS LIGHTING	28
FIRE ALARM SYSTEM	28
SURVEILANCE SYSTEM	28

CAPITAL IMPROVEMENTS

RECOMMENDATIONS FOR FUTURE PROJECTS	29
CAPITAL IMPROVEMENT SPREADSHEET	30
NOTES	30

INTRODUCTION

This document assesses the condition and capacity of the existing North Riverside Public Library District's 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 a 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.
Engineered Building Systems assessment by 2010 Engineers.
Highlighted project listing and analysis of anticipated capital costs.
Overall Capital Improvement Spreadsheet.

The assessment is based on site observations conducted in August, September, and November of 2023.

OVERVIEW AND BUILDING HISTORY

The North Riverside Public Library District facility is a two story 22,385 square foot structure. Located on the West side of Des Plaines Avenue, the library sits on two parcels of land that are .908 acres in size combined. (PIN 15-26-201-006-0000 & 15-26-201-007) The building takes up the West side of the property area to maximize the parking area in front. It is as close to the West property line, shared by the adjacent golf course, as was allowable. The small parking lot is on the East side of the property. There is limited green space as the paving and building areas take up close to 90% of the site.

The original building was constructed in 1998/1999. There have been no additions to the building, and the three renovations have been minor. The main level floor is at elevation 626 with the lower level 12'-0" below. The grade drops two feet from the building to the perimeter property lines, sitting up on a small hill. The accompanying site plan and floor plan illustrate the current state of the building and site.

Building Timeline

1998/1999 – Original Two-Story Library Building of 22385 sf (Newman Architecture - Architect)
2007 – Library Renovation (Newman Architecture - Architect)

2018 thru 2022 – Minor Interior Renovations (Unknown - Architects.)

ARCHITECTURAL ASSESSMENT

Site Components

Site Grading, Stormwater Management & Landscaping

The site grading is well defined. Draining any stormwater off the property in all directions, away from the building. The East side of the property, which is predominantly parking lot and concrete paving, channels water to two storm structures. Both structures are installed at the East end of the central parking row, one on each side of the sidewalk path that splits the lot into two parts. The structure on the South side, which is a 24" diameter manhole, connects to the North side, which is a 48" diameter manhole, via a 12" reinforced concrete pipe. The 12" R.C.P. then runs from the North structure to a 48" diameter manhole that is in the landscape area shared by the flag poles. From this manhole the stormwater is taken via a 12" R.C.P. to an existing municipal manhole that is just beyond the Northeast corner of the site. From the municipal manhole, a pipe runs directly East and connects to the 30" combined storm/sewer running under the middle of Des Plaines Avenue.

The South side of the property channels water to a 24" diameter storm inlet that is installed in the landscape area. The water collected in the inlet is taken East in a 12" R.C.P. to a 48" diameter manhole that is within the landscape area that runs between the exterior patio and property line. A 12" R.C.P. then directs the water to the North structure in the parking lot.

On the North side of the property, there is a small drainage swale between the building and the landscape berms constructed on the adjacent property. This swale is split, flowing both West and East.

On the West side of the building the runoff naturally flows onto the adjacent property and toward the Des Plaines River further West.

Stormwater from the building is diverted to the underground system described above. This process starts on the roof. The pitched clay tile roofs do this in two ways. The water is collected within built in gutter channels and then routed to the lower low slope roof through a series of traditional downspouts. On the shorter clay tile roof portions, the integrated gutter was not installed all of the way around the roof. These areas shed the water directly onto the roof below. Once on the lower roof, the water is directed towards one of the nine roof drains. These roof drains take the

water through the building and into the storm sump pit in the lower-level mechanical room. From there it is fed into the site utility system. The gutters and drain appeared to be clear and functioning well.

The building is also equipped with a perimeter drain tile and an under-slab drain system. The stormwater/ground water collected by this system is funneled to the sump pit and then pushed, with the building collected stormwater, through a 12" reinforced concrete pipe to a manhole that is in the landscape bed shared by the flag poles. It then continues its journey similarly to the runoff collected in the parking lot. There are a series of cleanouts around the building that are tied to the perimeter drain tile.

The storm system appears to be functioning as intended. The property does not include any on site stormwater detention.

The building landscaping is a mixture of turf and planting areas. The North and South sides of the building are predominantly turf areas. The West side of the building has a long hedge row, planted in landscape bed filled with stone and framed by a plastic landscape edging material. These large shrubs separate the turf area nearest the library from the manicured turf of the golf course. After further examination of the civil drawings, our team believes this hedge row is not part of the library's property.

Within the mechanical courtyard there are trees (or very tall shrubs) that have grown quite large for the confined space. The floor of the courtyard was covered with leaves and the mechanical unit was dotted with them.

On the East side of the building and around the parking lot, there are shrubs and decorative plantings within defined areas. Running East to West along the South property from the outdoor patio area to the public sidewalk along Des Plaines Avenue is a long landscape area that is defined by concrete paving of curb. There are a series of different size shrubs. The entire bed is filled with mulch. There are two planting beds that flank the main entrance, which are against the building. Each has a series of different size shrubs and grasses. These beds are defined by paving or curbs and are filled with a mixed stone material. The landscape islands in the parking lot have some small plantings, large shrubs and trees. Of the 6 planting areas, 4 have trees. All are defined by paving or curbs. All are filled with mulch.

The landscaping was reviewed during the late summer; overall the turf looked healthy and is assumed to be in good shape. A few of the plants in the beds were distressed. It was assumed that there has been loss of plant material over time, as some of the beds were a bit sparse and the position of what remained was clumped together in lieu of evenly spread out. Some of the shrubs were a bit overgrown and in need of trimming.

Walking the perimeter of the building, the landscaping or adjacent paving was at or

below the transition between top of foundation and exterior wall. This is important to keep water from infiltrating at this joint. This should be monitored so nothing is placed above that line.

The property is not in a floodplain per FEMA's national database of flood maps. The library should be aware that the adjacent property is within a regulatory flood way and within the associated flood plain. There are no natural resource area delineations on the library property.

Item To Be Addressed

Structures, roof drains, and gutters should be cleaned of debris quarterly; all turf and mulch surrounding inlets should be lower than the rim. Remove/cut back any landscaping that would prohibit flow or clog the structure. More in-depth inspection of the stormwater structures, piping and cleanouts should be completed on a 5-year basis. Especially the perimeter drain tile and under slab drainage system. The pipes should be looked at with a video camera to confirm free and positive drainage. Any intrusion of roots, displacement in pipes or full collapse should be noted and repaired.

The trees in the mechanical courtyard should be cut back to keep from impacting the mechanical unit negatively in the confined space. The unit requires air flow and any leaves or debris from the trees can limit the unit's operation.

Any planting material that is distressed should be monitored and then removed if unable to make a recovery. Remaining plantings should be spaced away from each other to allow for adequate sunlight and ability to grow (especially roots structures) freely. Trimming and shaping the landscaping is discretionary as it is an aesthetic issue only.

Site Utilities

The building's water service is supplied from the 18" ductile iron pipe running under the public sidewalk that runs parallel to Des Plaines Avenue. The line runs West from the watermain, in an 8" DIP. A few feet from the connection to the main, there is an 8" tapping valve within a 60" vault, located within the landscape island directly South of the entry curb cut. The 8" DIP enters into the building on the lower level in the mechanical room. The 8" line splits into a domestic and fire protection service line inside. The meter is located inside the building on the domestic line.

There are two fire hydrants on the property. One is in the landscape island just North of the exit curb cut. The hydrant is fed directly from the water main running under the public sidewalk. The other hydrant is within the parking island in the middle of the lot, just South of the center sidewalk that divides the lot into two sides. This hydrant is fed by a 6" DIP that comes off the building's water service line. Both of these are within 100 yards of the building. Each is easily accessible from the

respective, either from the street or parking lot. There is a fire department sprinkler connection on the East façade, adjacent to the single exit door and exterior book lockers. The existing hydrants and fire department connection provide the necessary water for use in fighting a potential building fire. There are no assessed issues with the water utility outside of the building.

The electrical service is provided from infrastructure running along the South property line. The power line comes off the transformer which is pole mounted. This line then runs down the pole to an underground conduit. The conduit travels West and enters into the exterior wall mounted meter/CT cabinet on the South façade. There are no assessed issues with the electrical utility.

The building sanitary system line is a 6" ductile iron pipe that runs diagonally out the East side of the building. That pipe continues to a structure in an island of the parking lot. This is the island just North of the exit curb cut. From the 48" diameter manhole, the pipe runs East and connects to the 30" combined storm sewer line running under Des Plaines Ave. There are no assessed issues with the sanitary utility system.

There was limited site information regarding the natural gas line available. Based on the location of the gas meter along the South elevation, the service is assumed to come from a main running under Des Plaines Ave, running directly East to a valve box in the grass area on the South side of the building. It then continues to the meter. The pipe runs through the meter and immediately returns underground where it is routed to the lower-level mechanical room on the West end of the building. The gas lines that were visible were showing signs of corrosion. The piping should be checked to confirm there are no leaks. Then the piping should be scarified to remove the loose material and painted with a protective coating.

Similar to the electrical service, the telecommunication utility is fed from the infrastructure running along the South property line. The line runs down one of the poles into an underground conduit. The routing underground is not known. The service line terminates at the telephone block in the telephone/electric room on the lower level. There are no assessed issues with the telecommunication utilities.

Item To Be Addressed

The site utilities all appeared to be operating well. A yearly review of the visible elements of each system to identify signs of wear, damage or displacement is suggested. In-depth inspection of the sanitary structures and piping should be completed on a 5-year basis. The pipes should be looked at with a video camera to confirm free and positive drainage. Any intrusion of roots, displacement in pipes or full collapse should be noted and repaired. The gas piping should be painted with a protective coating to limit corrosion.

Parking Lot Components

The asphalt parking lot is 11,355 sf; consisting of 24 standard spaces and 2 accessible spaces. The parking lot area is to the East of the building. From our team's observations, the asphalt paving in the parking lot was recently refinished and is in good condition. No significant deformation of the surface in the form of rutting or potholes was observed. The grading of the parking lot provides positive drainage to the storm structures that flank the center sidewalk/median or to the East and off the property. The concrete barrier curbs that define the perimeter of the lot were in fair condition. There were cracks observed and some degradation of the concrete around the cracks. There are no immediate issues with the parking lot.

Items To Be Addressed

The parking lot should be regularly maintained to maximize the longevity of the paving. Continued crack treatment and seal coating should be done on a bi-annual basis. The cracks in the concrete curb should be monitored for further deterioration. The library should plan on having the cracks repaired in the curbs with a concrete patching compound.

Concrete Paving - Flatwork

The site has a small amount of concrete paving. Along the East property line is a public sidewalk that runs parallel with Des Plaines Avenue and connects the adjacent properties to the South and to a cross walk directly North of the site. A portion of this sidewalk has a decorative stamped finish. An extension from the public sidewalk runs West toward the building's entrance ending in a curb ramp. Both of these sidewalk areas are older concrete but are in fair condition.

At the building's entrance there is a small plaza constructed of new concrete. There is a tactile warning tile installed as a safety feature at the curb cut along the entry plaza. The rest of the area is raised and bordered by a barrier curb.

An outdoor patio area at the Southeast corner of the building was also new concrete and in good condition. The area has a depressed curb to allow for bicycle access to the bike rack. The trash and recycling bins are set on this paving area behind a fence. The depressed curb allows for the bins to be wheeled to the trucks that pick up either.

There are three small stoops on the West side of the property. One that serves two exits from the building, closer to the mechanical courtyard. The second serves a single exit; this one off the main circulation spine at the center of the structure. The last serves two exits at the Northwest corner of the building. All of the stoops are

isolated; none of them connect to a public way. All were older concrete, likely original to the 1998/99 construction, but each was in fair condition. The joints between the stoops and the building were not fully sealed.

All of the concrete on site was well pitched to allow for stormwater to run off. There were no immediate concerns with the concrete paving.

Items To Be Addressed

Regular inspection of the concrete flatwork should occur. Any cracks that do develop should be sealed to protect against deterioration. As deterioration becomes more significant, the concrete should be replaced. This should be done prior to the surface becoming bad enough to be a safety concern. The surface should provide sure footing and not have any cracks over ½" wide or vertical displacement between sections. The library should plan to replace the older concrete areas in 10 to 15 years.

The library should consider connecting the three stoops on the West side of the building to a public way. Any exit that is used in an emergency should lead people to safety. With the constraints of the property, providing pathways to the East side of the site may not be feasible. As an alternative the library could consider installing exterior area of rescue communication devices.

Other Site Components.

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

A monumental sign is located between the curb cuts on the East side of the property. The sign is two colors of brick masonry with limestone accents. The brick and stonework on the North face is dirty from environmental pollution. There also appears to be efflorescence on the North face. From our observation, the original weep holes in the masonry seemed to be filled in and the intermediate flashing at the transition between the top section and bottom section was not visible. The detailing of the sign on the construction drawings indicated that appropriate flashing was installed at the time of construction. There are 4", 8" and 12" cast metal letters mounted to the brickwork on both sides. The finish on the letters was fading from exposure. These appeared to be in fair condition.

Two decorative directional signs are adjacent to each curb cut. One at the entrance and the other at the exit. These two signs are wood that are held between two bollards by metal brackets. Each sign is worn due to age but it is in decent shape.

A bench on the North side of the main entry is constructed of two masonry planters with a wood seat stretching between. The cedar wood seat is well worn from age. The masonry planters' weeps seemed to be filled in and the flashing was difficult to verify. According to the drawings, there is supposed to be an internal drain that runs through the base. While on site, the stone components that sit on top, which hold the plant material, were saturated with water in some areas. It is assumed that the drain is clogged. The brick below was showing signs of water issues. There was calcification, effloresce and algae evident in different locations on the masonry surfaces and on the concrete paving below. The drawings also indicate that each planter was equipped with an internal bubbler. It would be expected that a valve is associated with each. These should be located and identified.

There are twenty-seven 15" tall cast metal letters mounted to the East elevation of the building spelling out the library name. The letters were weathered but in fair shape and were still well secured.

There are three outdoor speaker boxes that are mounted to the exterior of the building. The boxes are visibly rusted and showing their age.

A large, prefabricated unit of metal book lockers was set near the North single exit door on the East elevation. This unit was installed in 2022 and still looked brand new.

An art piece on a precast stone bench is set on the entry plaza. This piece was stable and in good shape.

The refuse pickup area is on a portion of the concrete patio area at the Southwest corner of the building. A gate made from metal pipe and wood slats separates the bins from the sitting area. The gate is in fair condition. There are gaps in the slat facing and the slats are worn from weather.

The site was illuminated by a series of fixtures. The parking lot has four light poles with dual head fixtures on each. The concrete bases are high enough to keep the poles from being damaged by cars. The concrete is worn but still in fair condition. The luminaries looked to be LED. There are hand holes located near the poles that allow access to the wiring. This is a handy maintenance feature. The building exterior has fourteen wall mounted sconces (of two styles) on the four elevations. There are three older style fixtures that are above the secondary exits; these appeared to be metal halide. There are six ground mounted light fixtures (of two different types) that light the monumental sign, the flags and the building façade.

There is a wood post and wood board and batten fence that runs along the South

property line. This separates the library property from the residential houses. This fence was noted on the 1998/1999 drawings, so it is assumed it is on the library's property and the library's responsibility. The fence is well worn, but it appears stable. Some of the batten boards need replacing.

There is metal fence that runs along the East side of the parking lot that separates the property from the golf course. It was not clear if the fence was on the golf course property or the library's but based on the civil drawing our team believes this is on the adjacent property except the short section that returns to the library building. The fence was showing signs of wear. On several pickets the finish had worn away. There is a second section of metal fence on the West side. This encloses the South green space between the library and adjacent residential properties. This fence was also showing signs of finish deterioration. The coating was cracking in some areas and there were uncovered areas where the finish was chipped. The stability of either fence was not in question. Only the finish appeared to be in a poorer condition.

There are three flagpoles installed at the Northeast corner of the site. These are surrounded by large shrubs. From what our team could observe, each of the flagpoles appeared to be stable and in fair condition.

A bicycle rack is provided within the concrete patio at the Southeast corner of the building. Accompanying the rack is an air pump and tool station. Around the corner, a metal cafe table and four chairs were placed for an outdoor seating opportunity. On the other side of the entry, an ash stand is located adjacent to the book lockers. The pieces were available for their intended use and looked to be in good working condition. There are no assessed issues with the site furnishings.

Items To Be Addressed

The miscellaneous site elements should be inspected annually for damage and to confirm proper operation.

The monumental sign should be cleaned. The head joints at the base of the upper section and the head joints at the lower section should be opened up to allow for moisture to escape from the interior of the sign. The horizontal joints between limestone pieces should be inspected annually. A silicone, non-staining sealant should be installed in the joint (to replace the mortar) at the first sign of deterioration.

The two planters that are used for the bench seat should be investigated to confirm the inner drain is working properly. Opening head joints at the base of the masonry construction is recommended to make sure water has an opportunity to escape. The horizontal joints between limestone pieces should be inspected annually. A silicone, non-staining sealant should be installed in the joint (to replace the mortar) at the first

sign of deterioration. The wood bench that spans between the masonry planters should be at least refinished (sanded and stained) to prolong its service life. Replacing it with a new bench made of a composite material is a long-term solution.

The exterior speakers should be replaced with new units with the older boxes showing the amount of wear.

The wood board and batten fence should be addressed within the next 3-5 years. Boards that are not fully secured or are split should be replaced. Posts that are not fully plumb and square should be adjusted. All of the components should then be stained to combat further weathering.

Both metal fences should be scarified and recoated to protect the raw metal that is currently exposed.

Building Structure

The original structure was built as a combination of masonry bearing walls, structural steel columns/beams, steel joists and light gauge metal trusses supported on poured in place concrete foundations. The floor structure is hollow core precast floor planks supported by a combination of masonry bearing walls, steel beams and the concrete foundations. The roof structure for both the pitched shingled roof and the low slope is a metal deck (1.5") supported by the previously noted steel joists and light gauge metal trusses. There is a unique condition on the West side of the building. A counterfort, or concrete buttress, exists below grade to support the exterior concrete foundation wall. The wall, which is perpendicular to the foundation, is 7'-0" long. This occurs in only the one location.

There were only a few minor cracks in the masonry walls (outside and inside) of the building. This would be expected for the age of the building, the type of wall construction, and the walls carrying the structural loads. Similarly, the gypsum board surfaces had only minor cracks. With only small cracks being present, it appears that there has been little structural movement over time. The cracking is more likely due to expansion and shrinkage in the wall due to temperature and moisture fluctuations.

In looking at the lintels above openings, our team found that some of the bottom plates did not extend through to the adjacent masonry walls. With the plate being short, there are voids into the wall cavity above the windows which allow for air and moisture infiltration into the building. Based on the existing construction drawings, the visible plate is attached back to a structural member deeper in the wall system.

Items To Be Addressed

The voids should be further investigated. If the space is small and contained, then they could remain. If air could pass the insulation line if the wall these should be closed off. It is recommended that a piece of metal or composite trim be secured to the underside of the lintel and sealed in place.

The exterior masonry walls should be regularly monitored. Any cracking that develops beyond a hairline in the future should be repaired promptly. The exposed interior masonry and concrete foundation walls should also be monitored in a similar manner. Damaged masonry units should be replaced, and cracks should be routed and then patched with a repair mortar. Cracks in the concrete should be routed and injected with an epoxy repair mortar.

Building Envelope

Exterior Walls

The entire building is clad with a 4" brick veneer of two different colors. There is limestone banding at different levels depending on the façade and section of the building. Behind the brick and stone veneer is a concrete masonry back up course. At the clearstory walls, metal stud framing replaces the CMU behind the brick veneer. There is flashing installed at the base of the walls, and at openings which is consistent with the construction drawings. At the time of construction, weeps were to be installed in appropriate locations. There were rope weeps visible in some locations but not consistently around the building. Some of these may have filled in over time. The brick and stone are stained and discolored from environmental conditions and water runoff (especially at locations under the clay tile roof).

Items To Be Addressed

The walls could be improved by providing open head joints at the base and top of the wall to allow airflow through the wall cavity. This allows the wall to dry out faster, limiting water build up. The dirt and stains can be cleaned at the library's discretion. Neither affect the performance of the wall; it is an aesthetic concern only.

Sealants

Exterior sealants were observed in masonry control joints, between stone coping pieces, around doors and at window openings per standard construction practices. Much of the sealant that was currently installed in these locations looked in fair condition. There were minor voids observed, but that is typical on any building and easily corrected. The sealant at door/window head joints or at joints against the cement board soffit panels were not in the same condition as most of the vertical or

low horizontal joints. The team observed the sealant at the higher conditions to be in poor shape or missing. Sealant around penetrations for surface mounted fixtures or at wall penetrations was not always present.

Items To Be Addressed

The library should have an exterior sealant company come out and seal any existing voids and around all of the fixture boxes (lights / video cameras), vent openings, and other miscellaneous penetrations. The library should plan inspections yearly to confirm the sealant is in place and not compromised. Once the exterior sealant shows sign of deterioration the library should begin a scheduled replacement. A sign that the sealant is failing is the material will become dry/brittle and start cracking extensively. It is recommended that all of the sealants are replaced on an 8-10 year schedule.

Doors

The existing building has four aluminum doors. A double door at the main entrance and at the terminus of the central axis on the West elevation. A single door at the meeting room lobby entrance and at the meeting room exit. All are believed to be from the original building construction. The doors were operating as intended. The finish had faded but the integrity of the material was not compromised. There are four hollow-metal doors. Each are single doors, with three from the original building construction. The door at the exit stair was added in 2007. The finish on the doors is faded on the older doors and marred on the newer door. The finish damage has not compromised the material integrity. The doors are operating as intended.

Items To Be Addressed

All of the doors should be checked and adjusted annually for proper opening and closing. During annual inspections the aluminum doors should be checked for surface defects that could accelerate rusting. The seals and gaskets around the glass units should be checked. The hollow metal doors should be scheduled for refinishing to keep the metal protected in 2-3 years.

Fenestration

There are thirty-eight exterior window units at floor level, fourteen clearstory units in the meeting room and fourteen clearstory units in the entry lobby space. All are aluminum clad wood windows. These are believed to be from the original construction and look to be holding up well; the windows aluminum cladding showed few surface flaws. The interior wood did not appear to have any water damage. The glass in these units was 1" thick. There are three sidelites that are part of the

storefront entrances. These are aluminum to match the doors. Similar to the doors, the finish is slightly faded. The glass integrity, which appeared to be 1" insulated units, was intact.

The building has two unit skylights. Each is constructed from aluminum. The glass installed in the frame were 1" insulated units. Both are mounted on roof curbs. The skylights appeared to be in good condition. There were no signs of water damage on the drywall inside underneath them.

Items To Be Addressed

All of the windows and skylights should be checked for surface defects that could accelerate rusting or allow for water intrusion onto the wood components. The seals and gaskets around the glass units should be checked to confirm their integrity. The windows, based on age and condition, still have another 15-20 years of service life if the care shown by the library continues.

Roofs

The library has two types of roofs. The predominant roof is a low slope EPDM that runs up the perimeter parapet wall and is capped by a combination limestone / metal coping. At the two clearstory sections, the membrane runs up the wall and is appropriately secured with a termination bar and counterflashing. Based on the drawings, the single ply system is fully adhered with two thin layers of insulation equaling 2.5" total. The parapet wall is between 8" and 16" above the roof. The surface had numerous patching areas. Small areas of ponding were present at the time of our visit.

The coping was a combination of metal and limestone. The metal coping covers a wood nailer that sits on top of the stone at the back edge. The metal joints are overlapped and sealed. The limestone pieces, which are 16" in width cover the top of the entire exterior wall construction. The exposed joints between pieces were sealed and flush with the adjacent surface. There were no exposed fasteners in the coping construction. The sealant at the joints appeared to be in fair condition.

The other roof type is a clay tile shingle. This runs over the clearstory volumes that cover the entry lobby and meeting room. The tiles looked weathered but otherwise looked unaffected. None looked out of place and the surface looked secure. There are integral gutters formed from break metal that slice through the clay tile roof. These keep water from running off the edge and onto the ground (or roof) below by diverting them via downspouts to the low slope roof. At each downspout, an EPDM walkway pad was installed to protect the membrane. The gutters were clear of

debris and looked to be watertight. This was reinforced by the condition of the cement board soffit material below, which appeared to be solid condition. Although the surface was a bit dirty. There were two continuous soffit vents installed in the soffits. One at the roof edge and one at the clearstory wall face. This provides adequate air circulation for the concealed unconditioned roof spaces. The deep fascia on these sections of roof were covered in two bands of break metal. The material was in fine condition. The surface had some oil canning in it, but this is only an aesthetic issue and would be typical for the size of the pieces.

The roof has a number of pipe vents, exhaust vents and air intake hoods, the previously mentioned skylights, plus one access hatch. All were on curbs or were flashed appropriately. A few of the curbs were at the lowest recommended height from the roof surface. Curbs should be a minimum of 8" off the roof surface and vents should be at least 12" above. Providing additional height is beneficial to limiting moisture infiltration which can occur during large snow events.

Items To Be Addressed

The library should have the roof thermally scanned. The number of small patches present are a clear indicator of past leaks. Any insulation that is saturated with water will show up on a thermal scan. Insulation that is wet does not provide the thermal protection that it is supposed to. The roof, which had a fifteen warranty, is 9 years past its warranty period. In addition to the age of the roof, the current amount of existing insulation installed is half of what is required by today's energy code. Combined, the library should be considering an upgrade within the next 5 years.

The library should plan inspections yearly to confirm the sealant at the coping and counterflashing is in place and not compromised. Once the exterior sealant shows sign of deterioration the library should begin a scheduled replacement. A sign that the sealant is failing is the material will become dry/brittle and start cracking extensively. It is recommended that all of the sealants are replaced on an 8-10 year schedule.

Thermal Barriers & Moisture Control

The exterior walls were constructed with 2" rigid insulation in between the masonry wythes for thermal protection. The moisture control in the walls was managed by thru wall flashing, weep holes and mortar drainage net in the cavity. Standard practice at the time of construction. At the clearstory walls, the rigid insulation has been omitted. Batt insulation is placed in between the light gauge metal framing. These walls are barrier construction type, there is no internal moisture control. A vapor barrier was not installed in the exterior wall construction. The foundation walls

are waterproofed and insulated. The waterproofing system consists of a sheet membrane covered by a drainage membrane with 2" rigid insulation over that. The system is mechanically fastened into the foundation. This provides strong protection for the library. Based on the review of the lower level it is believed that the system is intact and performing as intended.

Items To Be Addressed

Current energy code requires more insulation in exterior wall construction today, but it is not feasible to improve the condition within the masonry cavity walls for the library. The clearstory walls do not have any continuous insulation with the fiberglass material installed between the metal framing. This would also be difficult to improve, but possible. In the future the library could consider installing spray foam insulation which adheres to the sheathing and is able to eliminate any gaps in the insulation barrier.

Interior Environment

The interior walls within the building are predominantly gypsum wall board on metal framing. There are brick masonry accent walls in the main circulation pathways. Exposed CMU is left in just a few locations. The masonry units (both the brick and CMU) are showing no stress cracking. Overall, both types of masonry are in good condition. The gypsum wall board is in varying states of wear. This depends on its location. The wear is from general use. No significant moisture damage was observed in the gypsum walls.

The facility has a combination of doors. The interior aluminum swing doors are in good shape. Hollow metal frames paired with either wood doors or hollow metal doors had no notable issues. The closets in the meeting room and storytime room were wood bi-fold doors. All of the doors were functioning properly. The hardware varies per the requirements of the door. The hardware was operating per their required function and was compliant with accessible standards with the exception of the closet doors and hall door into the storytime kitchenette. Recessed doors pulls need to be 5"x5" with a small metal flange to manipulate the door.

The ceilings are 2x2 and 2x4 acoustical ceiling panels supported by a metal suspension system. The system components are in fair shape, there are a significant number of stained tiles scattered around the building. Mostly in non-public areas. There are areas that are gypsum wall board that are on framing or drywall suspension systems. The gypsum board appears to be in good condition. Very little cracking or water staining was observed.

The main level flooring is a mixture of carpet tile, vinyl composite tile, and linoleum sheet product. The linoleum flooring is waxed and in good condition. The carpet is stained in some spots but is overall in fair condition. The VCT in the staff area is in fair condition as well. A carpeted floor grille system is installed in the vestibule and is performing well and is still in good shape. The rubber base that is installed had no discernable issues.

The lower level flooring is a mixture of carpet tile, vinyl composite tile, and LVT. The carpet, ceramic tile and LVT on the level is newer and in good shape. The VCT appeared to be in fair shape. The rubber base that is installed had no discernable issues.

The flooring transitions, rubber stair treads, and stair nosings were in pretty good condition. The tactile warning area at the top of each stair run should be a contrasting color, but the grooved surface is providing the needed warning.

The building is detailed with wood running trim, base board, paneling, and detailed hanging elements. This occurs throughout the main level. The wood did not appear to be warped or damaged. The finish was still in good shape.

The casework in the building is a combination of wood construction and laminate faced particle/fiber board substrate. The two cabinets behind the circulation desk are both wood. The service desks, kitchenettes, break room and cabinets are all standard particle/fiber board construction with laminate finishes. The counters were mostly laminate. The main service desk has a marble top on the raised service counter and has solid wood edging. The multiuser toilet rooms had solid surface counters and skirt panels. The components and hardware are wearing from normal usage but appeared to be in fair condition. The kitchenette serving the meeting room looked to be showing more wear than the other rooms. There were three slat wall locations. These were in good condition.

The multi-user toilet rooms (2 Lower Level) have a 12x12 ceramic tile with nothing on the walls. The floor tile appears newer and is performing well. The tile will last for years to come, changing would be for aesthetics at the library's discretion. The two single user toilet rooms in the staff area are VCT. The flooring is in fair shape.

The toilet rooms (2 Main Level) have 2x2 mosaic floor tile and 2x2 mosaic tile on the wall to ~ 4'-2". The floor and wall tile appears worn with the grout discolored and stained on the floor. The tile will continue to perform, but a change for aesthetics and a fresh, clean appearance warrants consideration. The single user toilet room

that is off the meeting room is linoleum sheet and is in good condition.

Each toilet room had a group of toilet accessories (grab bars, toilet paper dispensers, soap dispensers, paper towel dispensers, mirrors, etc.). The types vary per location. The items are operating as intended.

There are four vertical circulation components. Each of the three stairs is a steel supported metal pan. The stairs are equipped with railings, but only the stairs from 2007 fully meets current code. The railings are not tall enough to be a guardrail in the other two. The elevator is from the original construction. It is still operating as intended. The size of the interior cab is just large enough for ADA compliance.

The library has a gas fireplace insert on a raised masonry hearth. The fireplace is vented up through a non-combustible chimney and well above the roof. The hearth extension is 16" deep and the sides are of noncombustible material for a minimum of 8" as required. There were no known operational issues with the unit.

There is room and wayfinding signage provided around the facility. The room signage is mounted within the correct range and has the braille equivalent. The toilet rooms do not have the required pictogram to designate accessible toilet rooms on the main level. The meeting room and storytime room do not have the required occupant load signage posted at the door.

Furnishings overall were in fair condition; however, a few pieces were damaged or stained and require refurbishment/replacement. The pieces were wood (or wood look) and neutral colors. There were some accent colors in the fabric (teen room especially) and in some laminate on the table surfaces. There was some mixing and matching of furniture pieces in many rooms, but that is typical for most libraries.

The metal shelving on both levels is in fine condition and will remain useful for some time. There were also a number of singular wood shelving pieces on both floors for highlighting new materials and special selections. These also appeared to be in good condition.

Items To Be Addressed

The acoustical ceilings that have water damage should be replaced. Further investigation should be done to determine if the source of the leaks are from condensation, piping leaks, or from roof leaks. Other interior environment changes/upgrades are discretionary. There are no elements that are a health, life, or safety issue.

ADA Compliance

The building is in compliance with most items related to the accessibility code. The issues that were not in compliance are as follows:

Within the multiuser toilet rooms, the lavatory separation from each other is not the minimum 30" required when measured from the center of the fixtures. One of the toilets is a greater distance from the wall than the allowable 18" max (just a fraction). The urinal position from the side wall is not the minimum 15" required and the separation distance between urinals is not the minimum 30" when measured from the center of the fixtures.

Noted earlier in the report, the original stairs built in 1999 should have a guardrail at the required 42" height. A secondary handrail should have been provided with the allowable reach range of 34'-38".

The sinks in staff break room and the kitchenette serving the meeting room do not have the clearances (front or side approach) to comply with accessibility standards. The kitchenette serving the storytime room is not wide enough to allow for an individual to turn around.

The two staff single user toilet rooms on the lower level have grab bars installed but neither room meets the accessibility requirements. The wall mounted lavatory is too close to the toilet; the space is required to have 5'-0" clear from the corner to any fixture or obstruction.

The hardware on the closets and pocket door are knobs or recessed push plates. Neither is code compliant for accessible operation of the doors.

An individual using the existing exits on the West side of the building is an issue. Since this could be utilized by a handicap worker/patron, the exit should provide accommodations suitable for their safe egress. Currently the egress does not continue to a public way, nor does it have an area of rescue assistance. The individual would be confined to the stoop area, unable to get away from the potential fire and unable to communicate with the fire department to let them know where they are.

Mechanical, Electrical & Plumbing Systems

Introduction

The following report was prepared by 2010 Engineers and addresses the principal systems that will require substantial upgrades and/or replacement over time. The evaluation is based on a site visit to the building and review of the existing MEPFP drawings that were available to the team. 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 mechanical and electrical systems at the North Riverside 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 Systems

Central Heating Plant

The central heating plant consists of (2) 500 MBH input HTP model "ModCon 500" boilers with modulating burners installed in 2019. The building heating hot water loop is configured as a primary-secondary system. The primary loop is circulated by Grundfos circulation pumps at each boiler. The secondary system is circulated by (2) B&G "Series 60" hot water pumps in a lead/standby configuration. The hot water system pumps are modulated by Variable Frequency Drives (VFDs). Both the pumps and VFDs are original to the 1999 building construction. At the time of visit, one of the pumps was not operational due to bearing failure.

Air Handling Systems

The entire building is served by a semi-custom, hot water heating, Direct Expansion (DX) cooling Variable Air Volume (VAV) air handling unit located in the lower level that was manufactured by Trane and is original to the 1999 building construction.

The air handling unit is coupled with a 40-ton grade mounted condensing unit manufactured by Carrier and installed in 2020. The unit is protected by a masonry wall constructed of acoustical block.

The air handling unit is provided with a humidifier distribution tube in the supply duct, downstream of the supply fan, that is coupled with a DriSteem humidifier

installed in 2020.

Each area served by the air handling unit is provided with a VAV box with hot water reheat coil to maintain the area space temperature. The VAV boxes are original to the 1999 building construction.

The building toilet rooms are served by roof mounted exhaust fans that are between 17 and 24 years old.

The open stair is served by a roof mounted smoke purge fan unit. It is believed the current unit is from the 2007 construction. The exit stair at the North end of the building is served by an automatic fire vent. This vent was installed during the 2007 work. Both seemed to be in working order.

De-stratification fans have been installed in the ceiling of the Meeting Room to prevent the sprinklers from freezing. The sprinklers have frozen twice since the building has opened, which suggests there may be thermal bridging at the roof or wall construction.

MDF Room HVAC System

The MDF room is cooled by a 1-ton Mitsubishi high wall cooling unit and grade mounted condensing unit that was installed 2019.

Temperature Controls

A Carrier "I-vu" Building Automation System (BAS) is installed in the building and controls all building HVAC equipment. The system was installed in 2019 and is maintained by Martin Petersen Company.

The system distributes conditioned air to each of the rooms through the metal ductwork system and through supply registers. The return air is run back to the units through grilles in the ceiling and its own network of ducts. Additional heating along the window is provided through hydronic radiant heating panels.

Items To Be Addressed

The two boilers and the condensing unit are relatively new, these pieces of equipment should operate properly for the next 15-20 years with regular maintenance. The indoor air handler unit is 25 years old, but it appeared to be operating without issue. A closer inspection of this unit should occur on a 5-year schedule to confirm it is still operating at an optimal level. With continued care the unit could last an additional 15 years.

The control system is fully automated providing control and monitoring of the system through a web interface. This advanced control system is a good feature to have, and with regular updates through the manufacturer should last as long as the mechanical equipment.

The existing roof mounted exhaust fans are at the typical end of service life. From the team's observations the units appear to be operating well. A yearly inspection of the fans is recommended to confirm each is operating. With continued care the fans could last another 10 years.

Plumbing System

Water Service

A combined 8" domestic and fire protection water service enters the building in the lower level Mechanical Room (L26) on the east side of the building. The combined service splits into a 2" domestic water service and a 4" fire protection service.

The domestic water service is equipped with a 1-1/2" Sensus water meter (SN: 74397866) and has a 2" Ames Model 4000B (SN: 00016) Reduced Pressure Zone type backflow preventer assembly.

The fire protection service has a 4" Ames Model 3000 SS (SN: 3b00478) double check detector assembly backflow prevention device with metered bypass. Metered bypass is protected by a 3/4" Ames Model 2000B (SN: 03166) double check valve assembly backflow preventer. Static water pressure at fire protection riser reads 55 PSI.

There are two irrigation systems in the building. The irrigation system in the mechanical room, which is for the front planters, is equipped with a 3/4" Ames Model 4000B (SN: 0000002) Reduced Pressure Zone type backflow preventer assembly. The second system is believed to be for landscape sprinklers. The RPZ in the piping that is visible on the North side of the building was removed between our first visit and last visit. It is believed this was for winterization of the system. The interior piping in the closet (L22B) on the lower level has a service tag on it.

Current certification for backflow preventers has been posted at each device. Testing was performed on September 5, 2023.

Boiler water make-up is located in the West Mechanical Room L15 and is equipped with a 1" Ames Model 4000B (SN: 0000139) Reduced Pressure Zone type backflow preventer assembly. Current certification for backflow preventer has been posted at

the device. Testing was performed on September 5, 2023.

Domestic Water Distribution Piping

The domestic water piping is copper piping throughout the building and in good condition.

Sanitary and Storm Piping

Sanitary drainage is in good condition and waste flows well under normal conditions. Storm drainage from flat roof is in good condition and flows well under normal conditions.

Lower level is protected by drain tile. Drain tile sump pump basin is located in Mechanical Room L26. Drain tile pump system is an Apex duplex system with submersible pumps and a control panel adjacent to the sump basin. Pump control panel appears to have a built in high water alarm annunciator. The sump basin cover shows signs of rust, but the cover appears solid. Pump system characteristics are unknown.

Lower level sanitary waste is pumped to grade with a sanitary ejector pump system that is located in Mechanical Room L26. Sanitary pump system is an Apex duplex system with submersible pumps with a control panel adjacent to the sanitary basin. Pump control panel appears to have a built in high water alarm annunciator. Sump basin cover shows signs of rust, but cover appears solid. Pump system characteristics are unknown.

Domestic Water Heater

There is a single water heater serving the building. The water heater is located in the lower level East Mechanical Room L26 on the East side of the building. The water heater is an electric tank type model, Bradford White Model RE250T6-1NCWW (SN: XE47891811) with 50 gallons of storage, rated at 4500 Watts, single phase 240 volt, manufactured in 2016. The water heater is equipped with a Bell and Gossett in-line recirculation pump and an expansion tank. The recirculation pump is a Bell & Gossett Series 100.

Plumbing Fixtures

All of the toilet rooms have wall hung water closets with manual operated Sloan flush valves. Within the two staff toilet rooms on the lower level, the lavatories are wall hung with self-closing push type faucets. The four public toilet rooms have solid surface bowls mounted to the underside solid surface counter tops. These have electronic sensor operated faucets. The plumbing fixtures themselves appear to be ADA compliant. Refer to the accessibility section of the report for infractions based

on the fixtures relationship to walls or other fixtures. There are dual height electric water coolers adjacent to each set of public toilet rooms. All of the toilet rooms are equipped with floor drains. The kitchenette serving both the Program Room and Storytime Room, the Staff Workroom and the Staff Break Room are equipped with stainless steel drop sinks with manual faucets. There is a service sink with a vacuum breaker faucet located in the Janitor Closet on each floor. The first floor janitor sink has a chemical soap system attached to the faucet without backflow prevention.

The building exterior is equipped with multiple locations of exterior freeze proof hose valves with vacuum breakers around the building.

Items To Be Addressed

Provide ASSE 1070 point-of-use thermostatic mixing valves at each lavatory and sink to limit the water temperature from exceeding 110 degrees for the safety of the patrons and to meet current code.

In the near future, the library should replace the electric water coolers with a unit that includes a bottle filler to comply with pending State of Illinois legislation.

The first floor janitor closet chemical soap system should be disconnected from the mop basin faucet. A water feed with a reduced pressure zone backflow preventer should be provided to protect the domestic water system.

Fire Protection System

Fire Suppression System

The entire building is protected by a wet pipe sprinkler system. Sprinkler heads in finished spaces are a recessed pendent type with a white finish or concealed pendant sprinkler with a white finish. Sprinklers in mechanical areas are upright sprinklers with a brass finish. All sprinklers and sprinkler piping appears to be in good condition.

A combined water service enters the building and splits to a 4" fire protection feed in Mechanical Room L26. The fire protection service has a 4" Ames Model 3000 SS (SN: 3b00478) double check detector assembly backflow prevention device with metered bypass. Metered bypass is protected by a 3/4" Ames Model 2000B (SN: 03166) double check valve assembly backflow preventer. Static water pressure at fire protection riser reads 55 PSI.

There is a riser for each floor of the building with valving, a flow switch, tamper switch and 2" main drain. Each control valve and OS&Y gate valves have valve supervisory switches connected to the fire alarm system. The fire system is tagged as

having its fire year inspection on June 30, 2021. Inspection indicates piping is good with no obstructions in the piping system.

The fire department connection is located on the east side of the building facing towards Des Plaines Avenue. Fire department connection is a dual connector, Siamese type with an alarm bell mounted above. The fire department connection is located less than 50 feet from a fire hydrant.

Items To Be Addressed

The entire sprinkler system appears well maintained and serviced. No items appear to have faults or problems. Fire protection maintenance schedule and inspection process should be continued.

Sprinkler head in Storage L07C on the lower level (to east of staff toilet rooms) is configured for a drop ceiling in the room. There is no ceiling and sprinkler may not properly activate in its current configuration. The sprinkler should be changed to an upright type.

Exterior fire alarm bell is painted brown to hide it on the building facade. Bell should be red in color and noticeable to fire department. Bell color may be acceptable to fire department if they are familiar with building.

Electrical Systems

Power Distribution:

The main electrical service is fed from a set of overhead pole mounted utility transformers located on the South side of the building. The service entrance conductors down feed from a utility pole and are routed underground to a meter/CT cabinet on the exterior wall before continuing on to the main distribution board in the lower level electrical/mechanical room. The meter/CT cabinet is rated 1200 amps at 208/120V-3Ph-4W. It appears to be original to the 1999 construction but is in good condition.

The main distribution board is rated 1200 amps at 208/120V main breaker and was manufactured by Square D. Electrical panels containing circuit breakers distribute power throughout the facility are located at two locations. The main distribution panel and (3) branch circuit panels are located in the lower level mechanical room. A panel is also located in the first floor mechanical room. All Branch circuit panels were manufactured by Square D. The MDP panel and (3) branch circuit panels in the lower level appear original to the 1999 construction but the single branch circuit

panel in the first floor mechanical room is from a 2006 renovation. The same style of panel is still manufactured by Square D so replacement breakers are available, and all the existing panels are in good condition.

Interior Lighting:

There are varying styles of lighting inside the building including 2'x2' lay-in troffers, 2'x4' lay-in troffers, downlights, surface wraparounds, strip lights, track lights and linear direct/indirect fixtures. The majority of the lighting in the building appears in good condition and many have been retrofitted with replacement LED lamps. Some of the decorative fixtures with older lamp sources still exist; the limited number of interior fixtures that have not been upgraded or retrofitted should be switched to LED. The large decorative pendants in the meeting room that are fluorescent should be switched out first.

Exterior Lighting

Site lighting is done from pole mounted fixtures. Some of the pole mounted fixtures were noted as LED. The parking lot fixtures that have not been switched should be a priority for replacement. Exterior lights are installed around the outside of the building and are either decorative wall sconces or simple wall packs. The exterior wall packs over the exit doors are older and should be switched to new LED models. It was noted that the exterior main entry canopy area does not have any light fixtures providing direct illumination. All of the lighting is from site lighting or wall sconces that are a distance away from the canopy. The area is likely below the NEC recommended light level at night (or dark overcast days).

Egress Lighting

Integral batteries are used as the backup power source for the exit signs and emergency lighting. Exit signs appear to be adequately provided throughout the building. Emergency lighting appears to be lacking within the main level stack area, meeting room, and second floor children's area.

Fire Alarm System

The existing fire alarm control panel is manufactured by Firelite and is a MS-9200 series addressable panel. The panel is located in the lower-level mechanical room and is in good condition and still supported by the manufacturer. Initiating and notification devices appear to be adequately provided throughout the building based on the codes in effect at the time of construction. Future renovations and/or additions would require additional devices based on current codes. This can be done at the Owner's discretion at any time to provide additional protection to the existing facility.

Surveillance System

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

Electrical Systems

Items To Be Addressed

Based on the age of the electrical equipment, consider performing a thermal-graphic scan to look for loose connections. Subsequent repairs, based on the scan, should be completed promptly.

All remaining light fixtures (both interior and exterior) that are not LED should be switched to the new technology to save energy and lower maintenance costs. It is recommended that a light fixture be added at the entrance canopy to increase the light level for safety.

Existing emergency fixtures and exit signs should be tested monthly. A testing log should be created for record keeping.

Capital Improvements

Capital Improvements Projects

Recommendations for Future 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.

Roof & Ceiling Replacement

This project will focus on finding the cause(s) of moisture infiltration and correcting the issues. This should begin with a new low slope roof system. The new membrane, with added insulation, will meet the current energy code and provide a dependable barrier against moisture for the next 20-30 years. The added insulation will improve the thermal comfort of the building and keep plumbing and mechanical system piping and ductwork from having condensation issues. At the same time, the areas around damaged ceiling tiles should be opened to confirm there are no leaks from broken piping. Estimated Construction Cost: \$275,000

ADA Compliance Upgrades

This project will focus on correcting the few miscellaneous ADA infractions. The multi-user toilet rooms shall be reconfigured to provide the correct clearances/dimensions at all fixtures. At the staff break room and kitchenette serving the large meeting room, the cabinet at the sink will be replaced with one that will allow for a front approach. The remaining casework will be modified to allow for the required turning space. The storytime kitchenette casework will be modified to allow a three-point turn in the space. Any knobs or recessed door handles will be switched with compliant hardware. Last, the railings in the open stair and West exit stair will be replaced. The new railings will have a guardrail and a separate handrail to fully meet ADA requirements. Estimated Construction Cost: \$110,000

Building Envelope Upgrades

This project will focus on improving the building envelope. At the clearstory stem walls, spray foam insulation will be provided within the cavity to provide a cohesive thermal barrier. The foam will also eliminate any air instruction through cracks or voids. This new insulation solution should continue to the underside of the rood deck to separate the vented unconditioned attic space from the conditioned attic space. At the masonry walls, new open joint weeps at the head and base of the walls will be created to allow air flow through the cavity. The moisture absorbed by the brick (or that finds its way past the barrier) will drain out of the system faster. Either through the open base joints or through evaporation. The masonry surfaces should be cleaned to remove all dirt and stains. It will be easier to spot future issues with unblemished façades. Estimated Construction Cost: \$215,000

Capital Improvement Spreadsheet

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

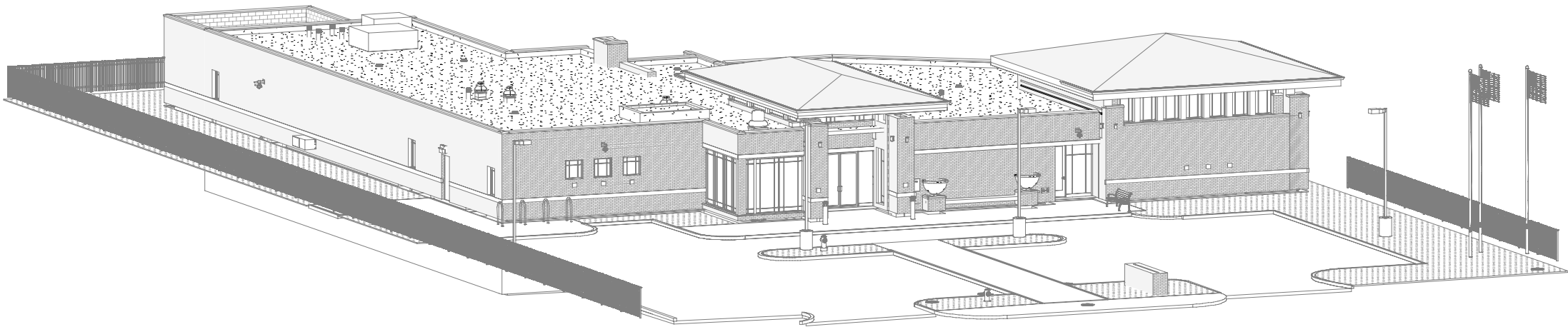
Within the separate document the estimated cost breakdown by year is provided. Costs are shown in 2024-dollar values and can vary the further into the future the work is accomplished based on market conditions and escalation.

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

NORTH RIVERSIDE PUBLIC LIBRARY



DRAWING INDEX	
SHEET NUMBER	SHEET NAME
T1.0	TITLE SHEET
00	EXISTING SITE PLAN - ASSESSED ITEMS
01	MAIN LEVEL EXTERIOR ASSESSED ITEMS
02	LOWER LEVEL FLOOR PLAN - INTERIOR - ASSESSED ITEMS - ADA & HLS DEFICIENCIES
03	MAIN LEVEL FLOOR PLAN - INTERIOR - ASSESSED ITEMS - ADA & HLS DEFICIENCIES
04	LOWER LEVEL FLOOR RCP - ASSESSED ITEMS
05	MAIN LEVEL FLOOR RCP - ASSESSED ITEMS
06	ROOF PLAN - ASSESSED ITEMS

3.5.2024
T1.0

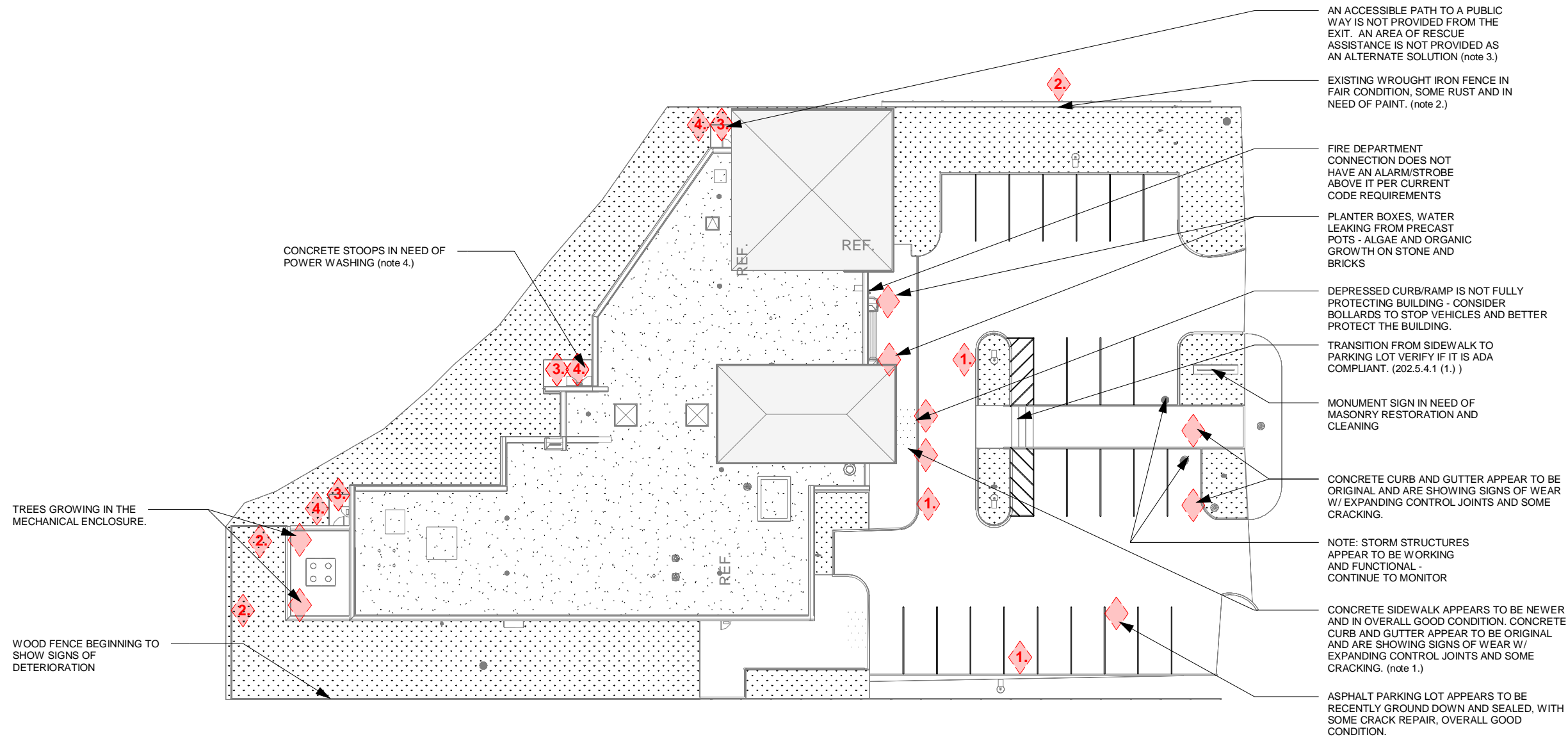
TITLE SHEET

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1 EXISTING SITE PLAN
1" = 30'-0"

3.5.2024

EXISTING SITE PLAN - ASSESSED ITEMS

23083

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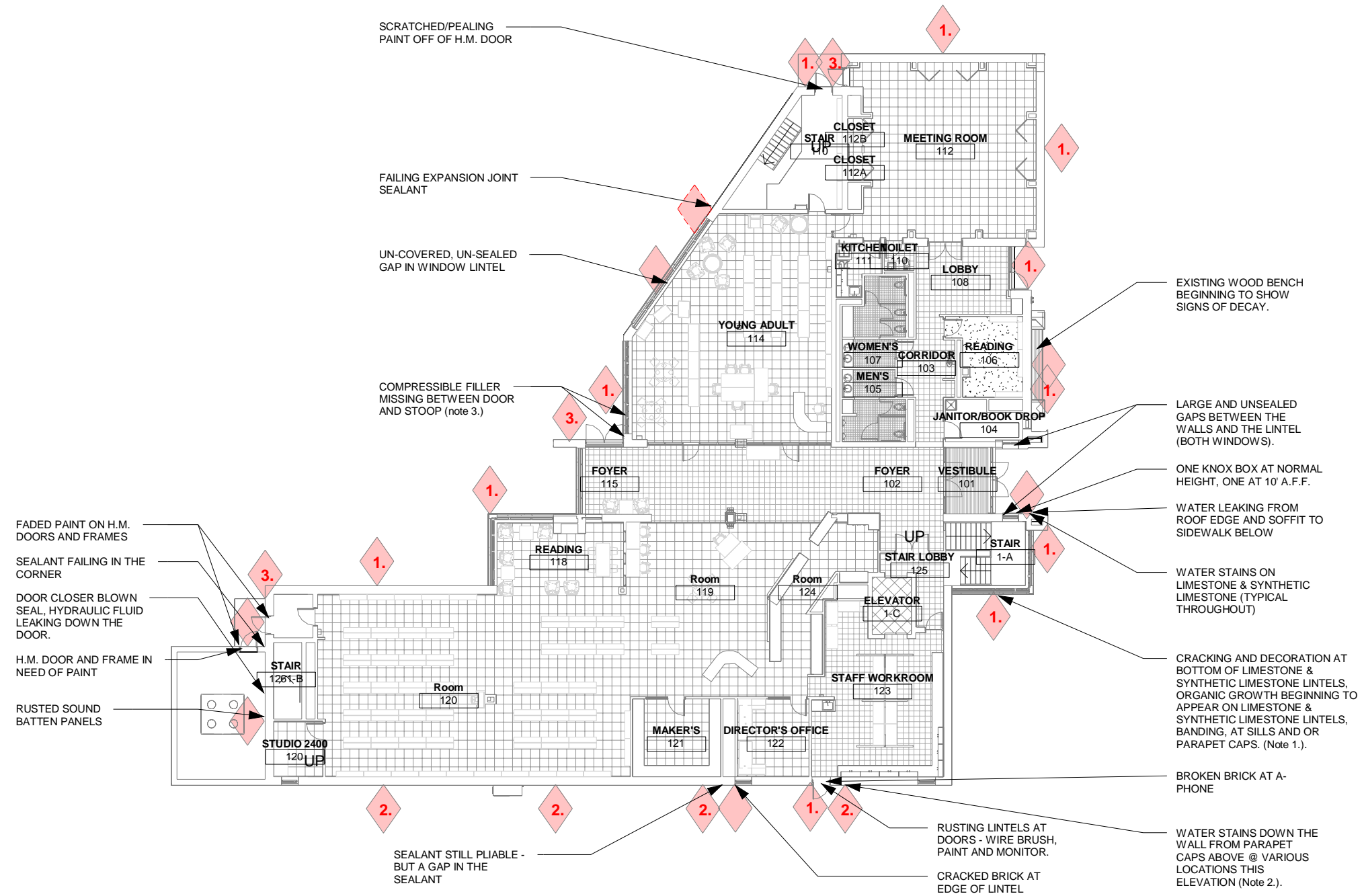
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STUDIO GC
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1 MAIN LEVEL FLOOR PLAN - EXTERIOR ASSESSED ITEMS
3/64" = 1'-0"

3.5.2024

MAIN LEVEL EXTERIOR ASSESSED ITEMS

01

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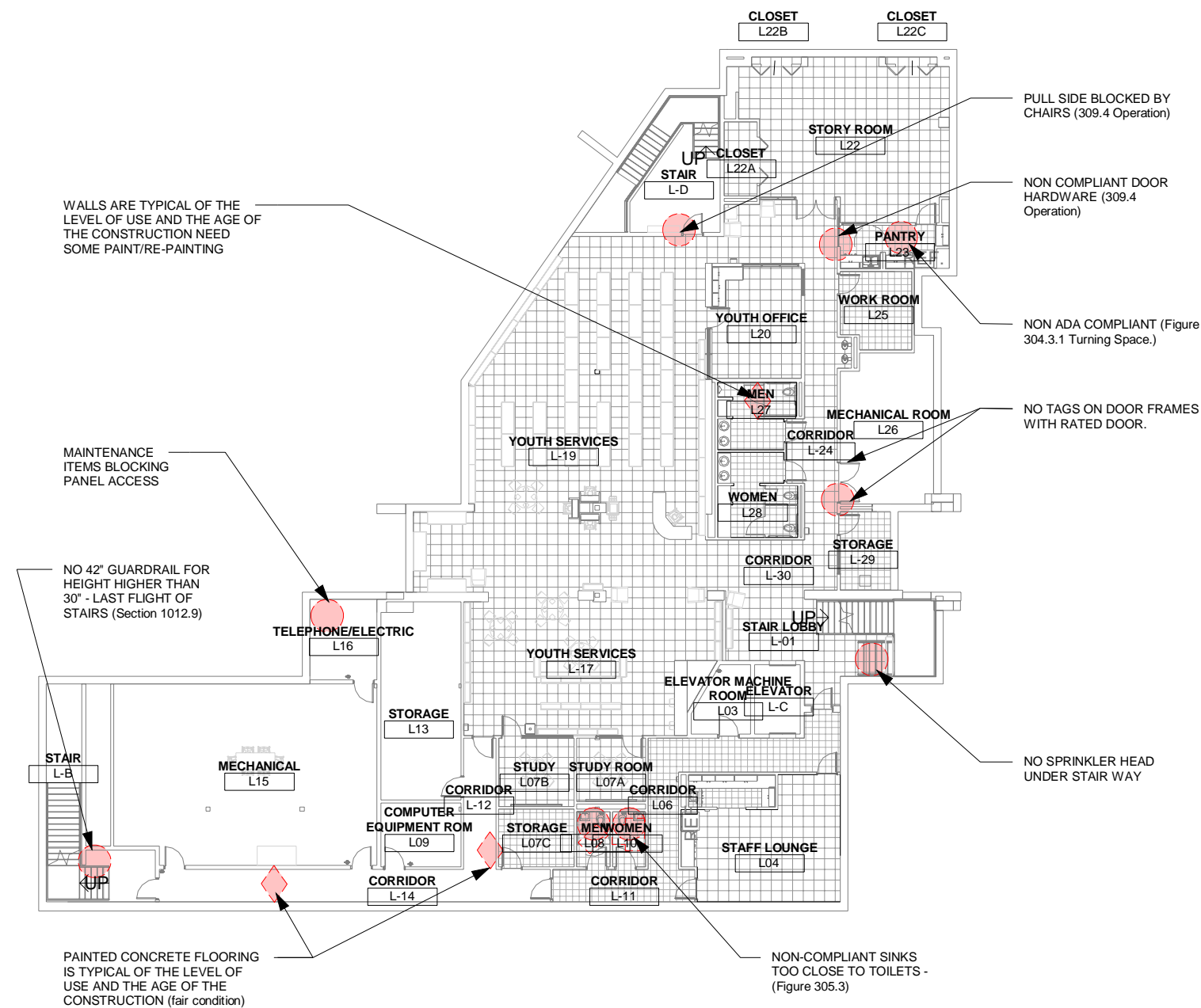
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1 LOWER LEVEL - INTERIOR - ASSESSED ITEMS
3/64" = 1'-0"

3.5.2024

LOWER LEVEL FLOOR PLAN - INTERIOR - ASSESSED ITEMS - ADA & HLS DEFICIENCIES

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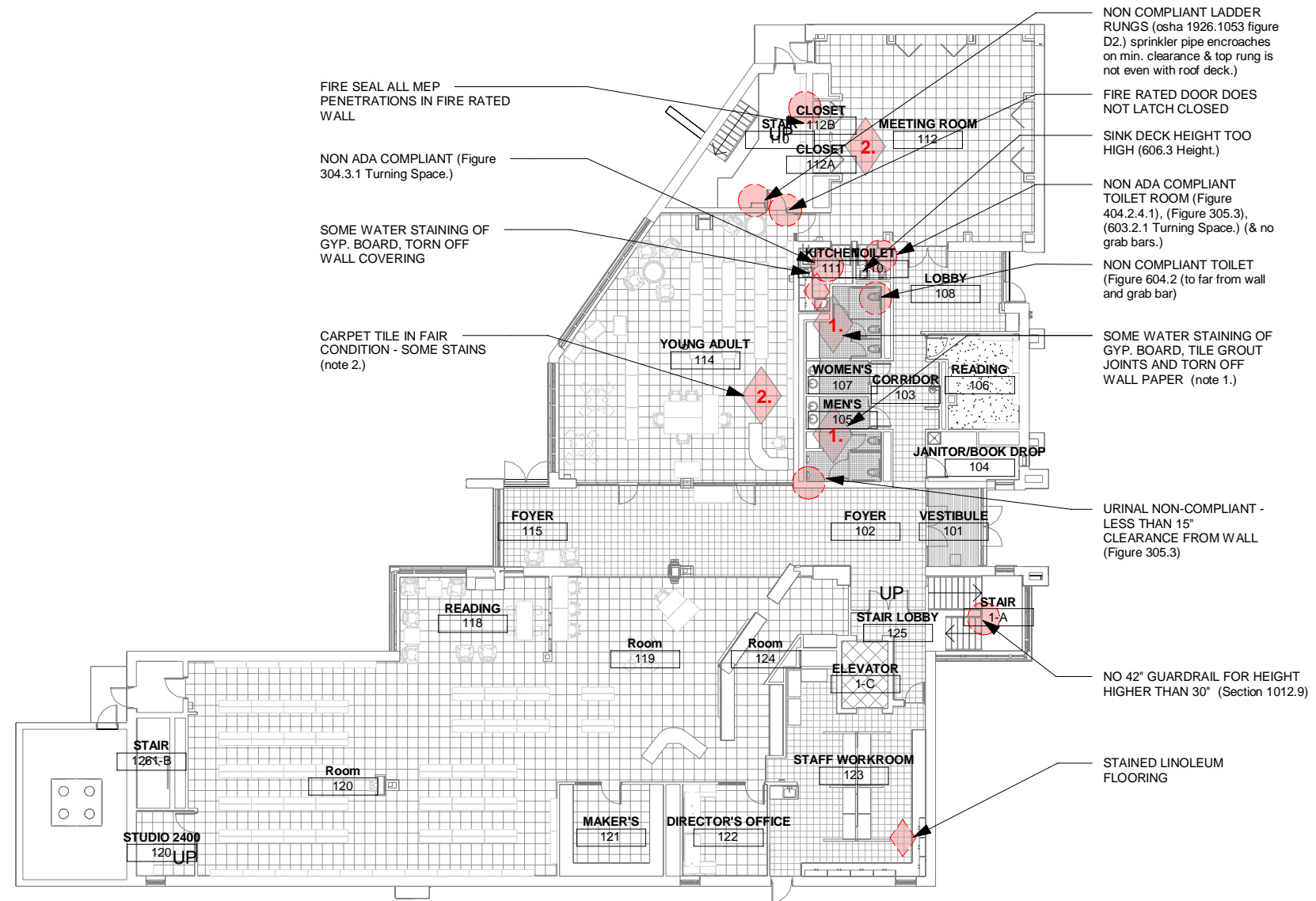
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1 MAIN LEVEL FLOOR PLAN - INTERIOR ASSESSED ITEMS
3/64" = 1'-0"

MAIN LEVEL FLOOR PLAN - INTERIOR - ASSESSED ITEMS - ADA & HLS DEFICENCIES NORTH RIVERSIDE PUBLIC LIBRARY

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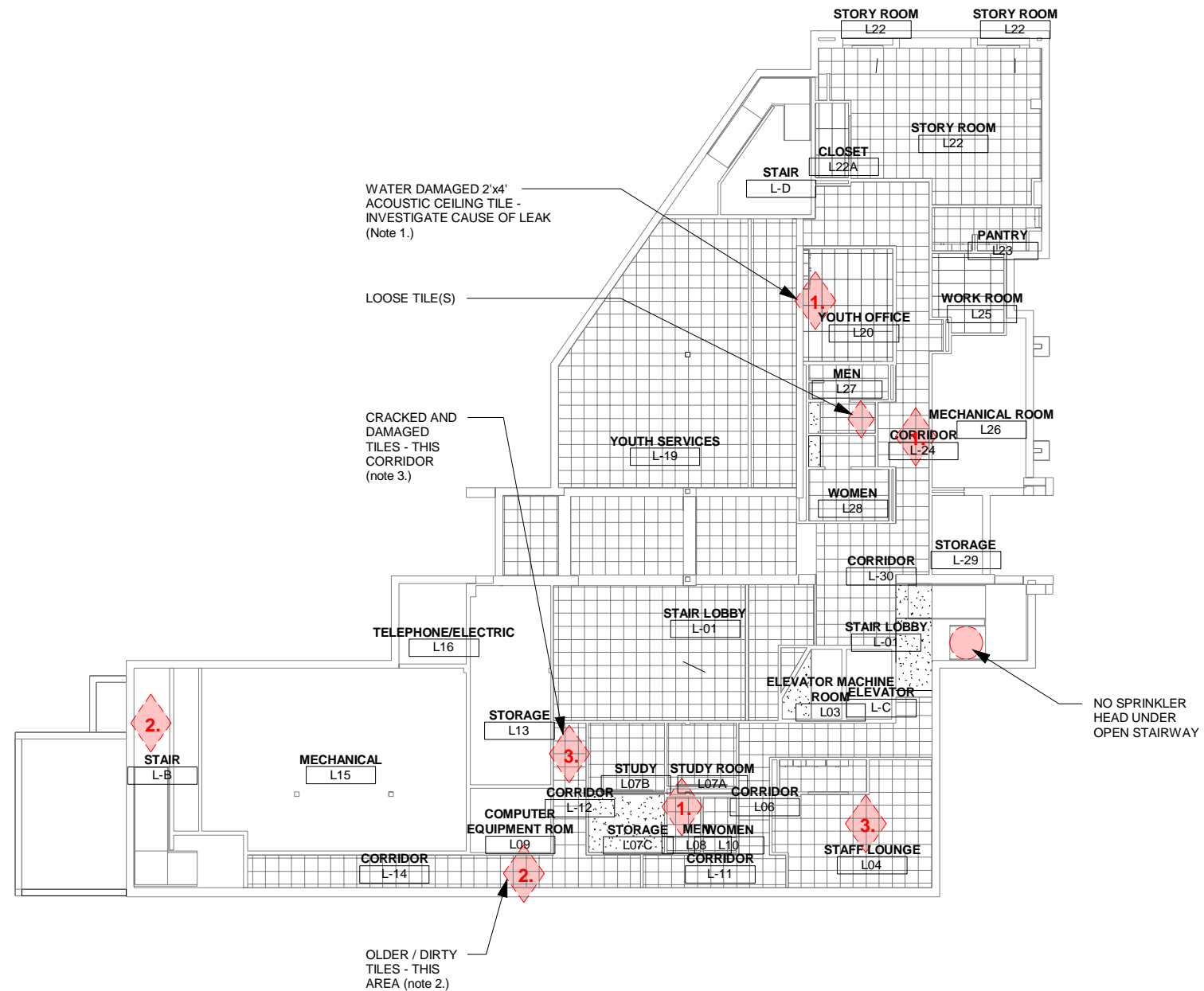
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3.5.2024

03

23083



1 LOWER LEVEL - REFLECTED CEILING PLAN
3/64" = 1'-0"

3.5.2024

LOWER LEVEL FLOOR RCP - ASSESSED ITEMS

23083

04

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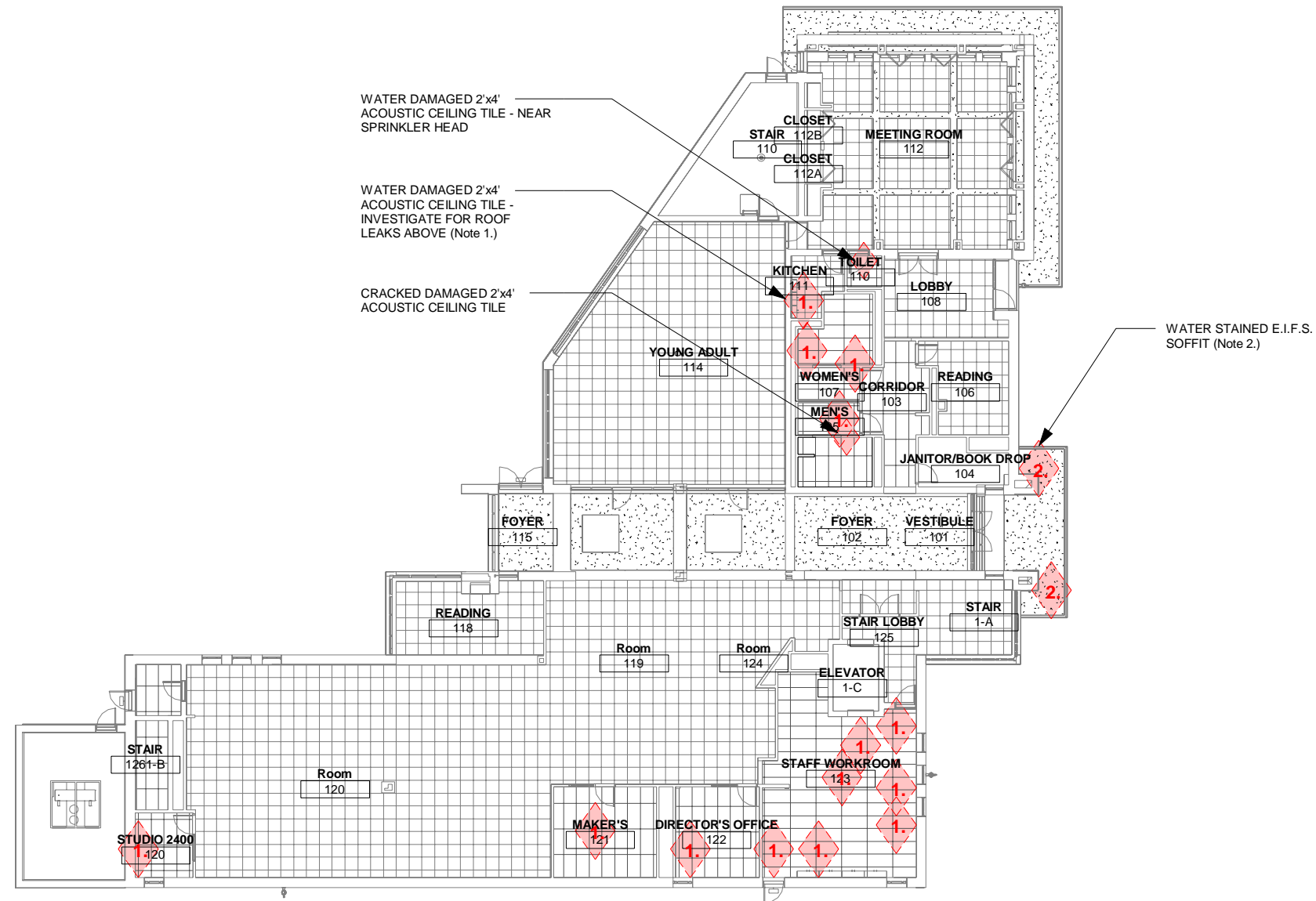
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1 MAIN LEVEL REFLECTED CEILING PLAN
3/64" = 1'-0"

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MAIN LEVEL FLOOR RCP - ASSESSED ITEMS

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05

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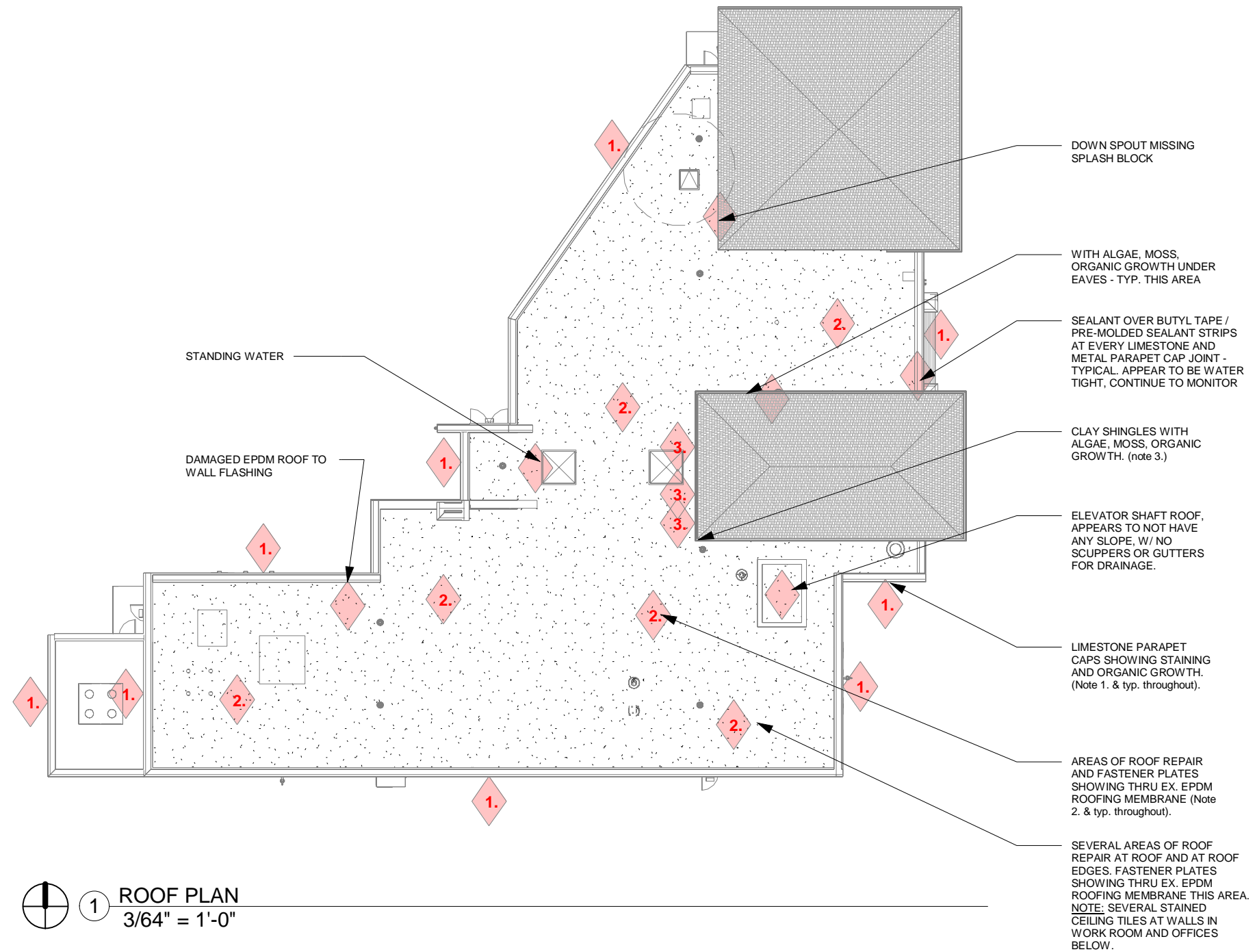
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ROOF PLAN - ASSESSED ITEMS

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06

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Facility Assessment: North Riverside

North Riverside Public Library

Issued: 3/5/2024 - In - Progress



PURPOSE

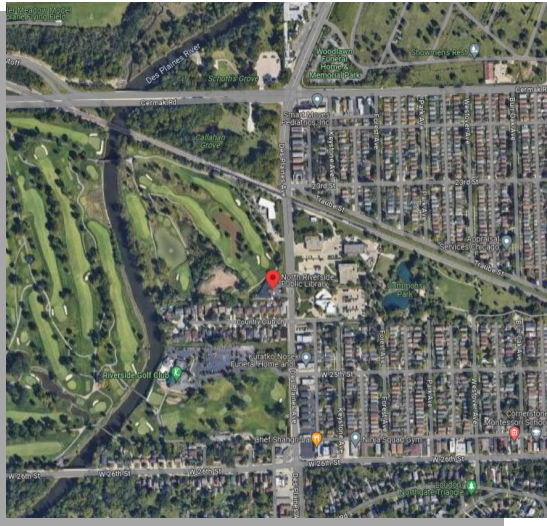
North Riverside has identified the need to evaluate their existing facility. Assessing the current building conditions and the potential life expectancy for the various components of the facilities will be vital in capital planning and budgeting. This process will identify likely replacement costs for 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 library's 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:

4.00% Annual Rate of Inflation

North Riverside Public Library 22385 SF



NOTES

The 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.

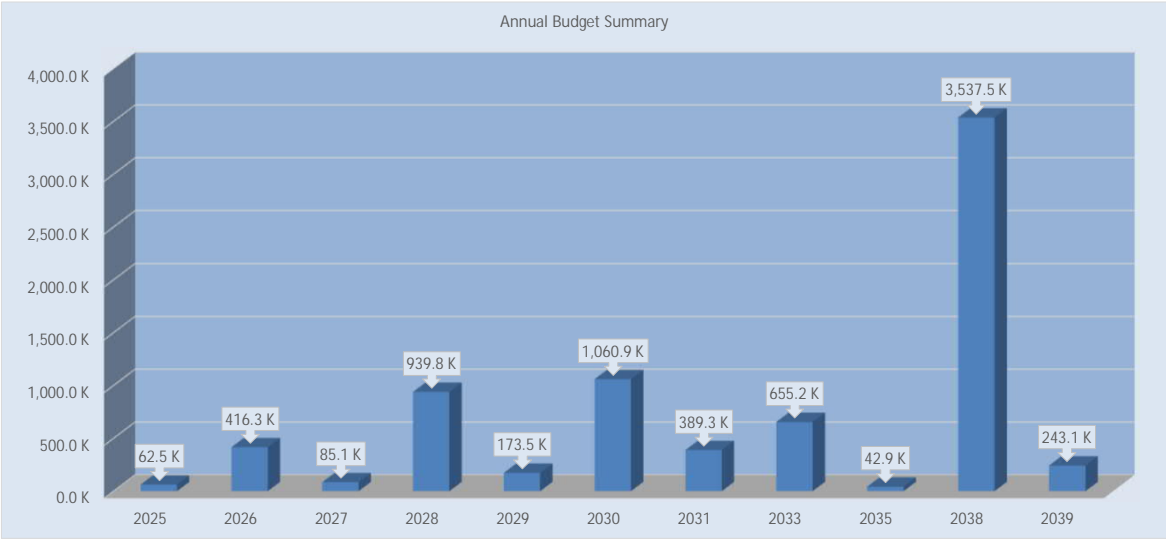
This report summarizes the costs as follows:

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

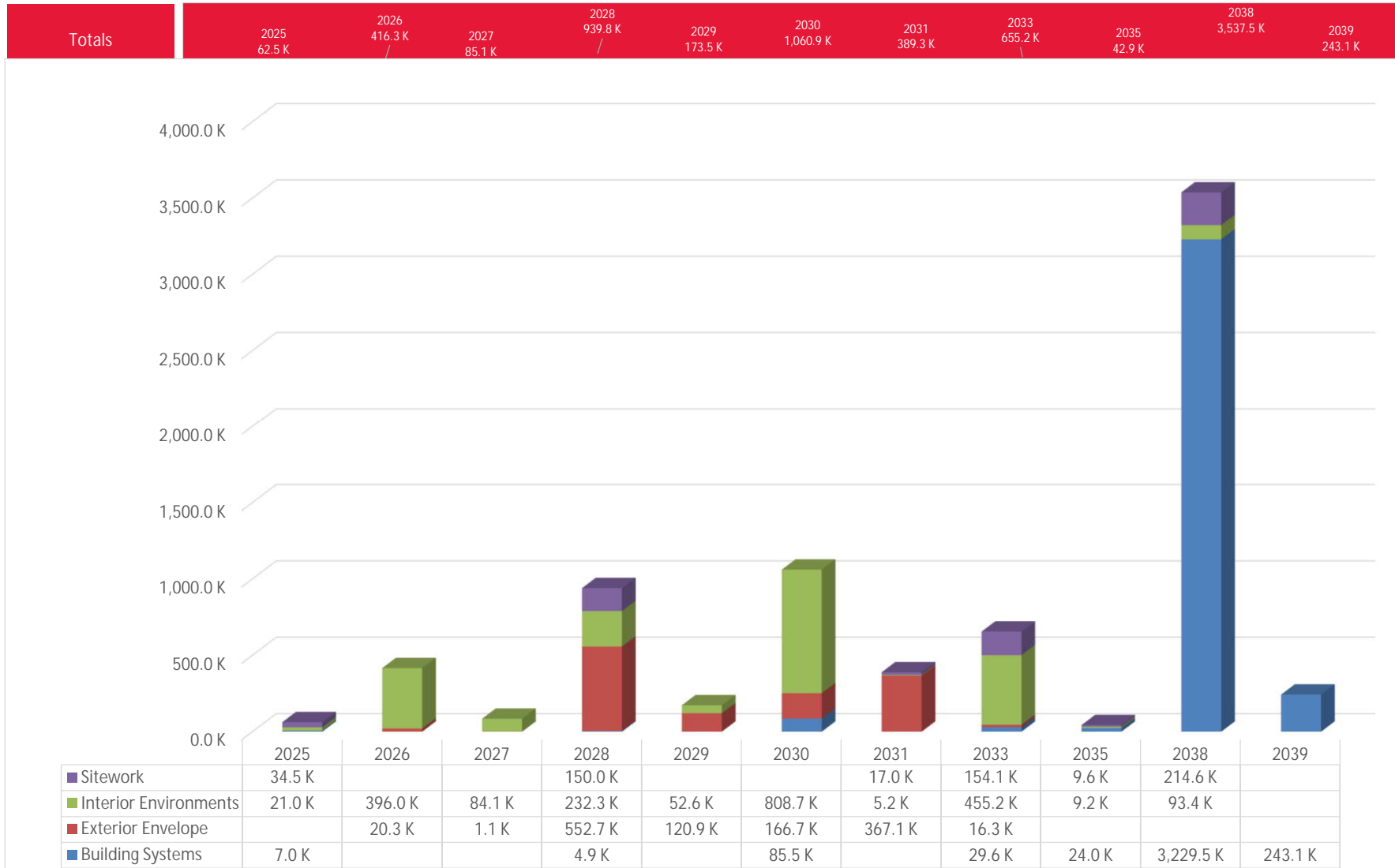
- Shows the detailed cost by year. Includes the current cost and escalated costs based on presumed rate of inflation





**NORTH RIVERSIDE
PUBLIC LIBRARY**
NORTH RIVERSIDE, IL

Owner	North Riverside
Building	North Riverside Public Library
Report as of	3/5/2024



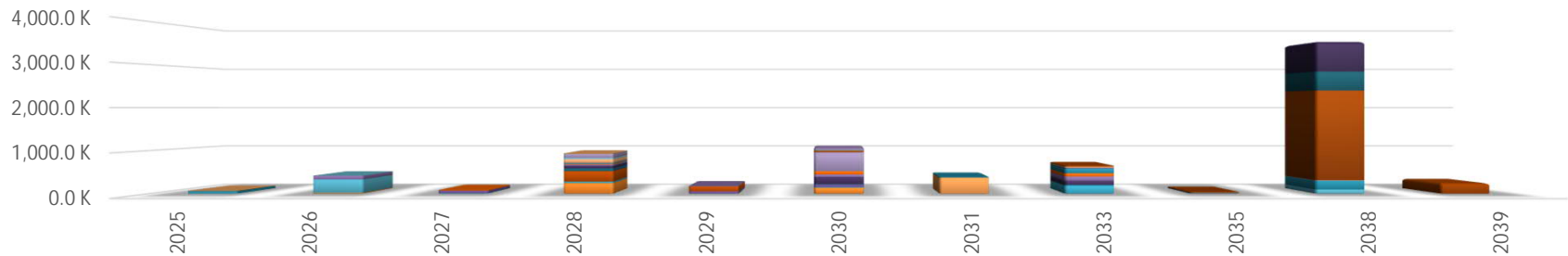


Owner	North Riverside
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Totals	2025 62.5 K	2026 416.3 K /	2027 85.1 K	2028 939.8 K /	2029 173.5 K	2030 1,060.9 K	2031 389.3 K	2033 655.2 K /	2035 42.9 K	2038 3,537.5 K	2039 243.1 K
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Annual Category Detail



	2025	2026	2027	2028	2029	2030	2031	2033	2035	2038	2039
Fire Protection						46.1 K					
Envelope Other		2.2 K				13.2 K					
Fencing	1.6 K			16.1 K							
Electrical										701.8 K	
Plumbing	7.0 K			4.9 K						438.8 K	
Mechanical						39.5 K		29.6 K	24.0 K	2,088.9 K	243.1 K
Furniture & Equipment				92.9 K		445.0 K					
Utilities and Drainage				29.2 K						14.4 K	
Site Amenities				83.9 K				25.2 K			
Landscaping				3.1 K				15.2 K			
Hardscape	32.9 K			17.6 K			17.0 K	113.8 K	9.6 K	200.2 K	
Ceiling Systems			18.3 K	15.0 K		73.1 K	5.2 K	73.1 K			
Flooring Systems		86.5 K		29.1 K	4.5 K	57.8 K		99.4 K	9.2 K		
Interior Partitions		309.5 K								93.4 K	
Exterior Windows							367.1 K				
Interior Doors And Hardware			2.8 K	63.3 K		163.2 K		94.7 K			
Exterior Doors			1.1 K	60.8 K		16.2 K		16.3 K			
Roofing				247.3 K	120.9 K						
Casework			49.8 K		45.6 K	57.7 K					
Accessories	21.0 K		13.2 K	32.1 K	2.4 K	11.8 K		188.0 K			
Exterior Wall		18.1 K		244.6 K		137.4 K					



NORTH RIVERSIDE PUBLIC LIBRARY

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Replacement (Budget) Year	(blank)	Interior Environments	Exterior Envelope	Sitework	Building Systems	Grand Total
2024		\$14,144			\$97,405	\$111,549
2025		\$20,983		\$34,486	\$7,030	\$62,499
2026		\$395,975	\$20,338			\$416,312
2027		\$84,072	\$1,053			\$85,125
2028		\$232,297	\$552,728	\$149,952	\$4,867	\$939,843
2029		\$52,606	\$120,863			\$173,469
2030		\$808,680	\$166,729		\$85,536	\$1,060,944
2031		\$5,198	\$367,050	\$17,007		\$389,255
2033		\$455,225	\$16,283	\$154,111	\$29,605	\$655,224
2035		\$9,228		\$9,606	\$24,015	\$42,850
2038		\$93,361		\$214,586	\$3,229,513	\$3,537,460
2039					\$243,127	\$243,127
2043			\$0			\$0
	\$0					\$0
Grand Total	\$0	\$2,171,768	\$1,245,043	\$579,748	\$3,721,099	\$7,717,658

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2023						Comments
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)	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	
Sitework	Site Amenities	Exterior Signage	Exterior Signage	101419: Monumental Sign Letter	Replace	Full replacement of all cast letters on exterior building and monument sign.	Exterior	1999	30	2029	2023	5	2029	-1	2028	Discretionary	Library Funding	115		EA.	\$ 600.00	\$ 69,000	\$ 83,949	Surface mounted cast metal letters on building and monumental sign. Good condition
Sitework	Site Amenities	Other (Update Element Detail)	Other (Update Element Detail)	107516: Flagpole	Replace	Flagpole replacement.	Exterior	1999	30	2029	2023	10	2029	4	2033	Discretionary	Library Funding	3		Each	\$ 5,000.00	\$ 15,000	\$ 22,204	Flagpoles in good condition
Sitework	Utilities and Drainage	Other (Update Element Detail)	Other (Update Element Detail)	221300 - Sanitary Systems	Maintain/Repair	Periodic Repairs	Exterior	1999	40	2039	2023	15	2039	-1	2038	Recommended	Library Funding	2		Each	\$ 4,000.00	\$ 8,000	\$ 14,408	Continue monitoring and periodically camera and clean obstructions within the sanitary structures and piping runs between.
Sitework	Utilities and Drainage	Storm Piping	Storm Piping	221400 - Storm Systems	Maintain/Repair	Periodic Repairs	Exterior	1999	10	2009	2023	5	2009	19	2028	Recommended	Library Funding	6		Each	\$ 4,000.00	\$ 24,000	\$ 29,200	Continue monitoring and periodically camera and clean obstructions within the sanitary structures and piping runs between.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Improve	Mill & Overlay	Exterior	2021	10	2031	2023	10	2031	2	2033	Recommended	Library Funding	10,128		S.F.	\$ 6.00	\$ 60,768	\$ 89,951	Surface replacement. Install dates estimated. Good to excellent condition.
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Maintain/Repair	Seal coat and crack repair and stripe	Exterior	2021	2	2023	2023	2	2023	2	2025	Recommended	Library Funding	10,128		S.F.	\$ 3.00	\$ 30,384	\$ 32,863	Sealcoat and restripe parking lot. Install dates estimated
Sitework	Hardscape	Asphalt Paving - Standard	Asphalt Paving - Standard	321216: Asphalt Paving	Replace	Full Replacement	Exterior	1999	20	2019	2023	15	2019	19	2038	Recommended	Library Funding	10,128		S.F.	\$ 9.00	\$ 91,152	\$ 164,160	Full depth replacement and subgrade stabilization. Install dates estimated
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Maintain/Repair	Periodic Repairs	Exterior	1999	8	2007	2023	5	2007	21	2028	Recommended	Library Funding	1,609		S.F.	\$ 4.00	\$ 6,436	\$ 7,830	Crack repair and leveling.
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Replace	Section / Area Replacement	Exterior	1999	20	2019	2023	10	2019	14	2033	Discretionary	Library Funding	1,609		S.F.	\$ 10.00	\$ 16,090	\$ 23,817	Section replacement.
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Maintain/Repair	Periodic Repairs	Exterior	2021	8	2029	2023	5	2029	-1	2028	Recommended	Library Funding	2,000		S.F.	\$ 4.00	\$ 8,000	\$ 9,733	Crack repair and leveling.
Sitework	Hardscape	Concrete Sidewalks	Concrete Sidewalks	321313: Concrete Paving	Replace	Section / Area Replacement	Exterior	2021	20	2041	2023	15	2041	-3	2038	Discretionary	Library Funding	2,000		S.F.	\$ 10.00	\$ 20,000	\$ 36,019	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	1999	15	2014	2023	8	2014	17	2031	Recommended	Library Funding	731		L.F.	\$ 17.00	\$ 12,427	\$ 17,007	Section replacement.
Sitework	Hardscape	Other (Update Element Detail)	Other (Update Element Detail)	321726 Tactile Warning Surfaces	Replace	Tile Replacement	Exterior	2021	15	2036	2023	12	2036	-1	2035	Recommended	Library Funding	3		Each	\$ 2,000.00	\$ 6,000	\$ 9,606	Replace tactile warning tiles (per locations)
Sitework	Site Amenities	Other (Update Element Detail)	Other (Update Element Detail)	323300 Site Furnishings	Replace	Bike Rack	Exterior	2021	20	2041	2023	10	2041	-8	2033	Discretionary	Library Funding	1		EA	\$ 2,000.00	\$ 2,000	\$ 2,960	Bike Rack, good condition.
Sitework	Landscaping	Seed and Blanket	Seed and Blanket	329200 Turf and Grasses	Maintain/Repair	Re-Seeding Site	Exterior	1999	10	2009	2023	5	2009	19	2028	Discretionary	Library Funding	10,254		S.F.	\$ 0.25	\$ 2,564	\$ 3,119	Landscaping in fair to good condition
Sitework	Fencing	Other (Update Element Detail)	Other (Update Element Detail)	Wood Fence	Replace	Replace Wood Fencing	Exterior	1999	15	2014	2023	5	2014	14	2028	Discretionary	Library Funding	265		L.F.	\$ 50.00	\$ 13,250	\$ 16,121	Wood fence - fair condition.
Sitework	Fencing	Aluminum	Aluminum	323119 Decorative Metal Fences and Gates	Maintain/Repair	Refinish	Exterior	1999	20	2019	2023	2	2019	6	2025	Recommended	Library Funding	150		L.F.	\$ 10.00	\$ 1,500	\$ 1,622	Aluminum fence - fair condition
Sitework	Landscaping	Plantings	Plantings	329200 Turf and Grasses	Maintain/Repair	Planting Replacement	Exterior	1999	15	2014	2023	10	2014	19	2033	Discretionary	Library Funding	10,254		S.F.	\$ 1.00	\$ 10,254	\$ 15,178	Plantings and landscaping - in fair to good condition
Exterior Envelope	Exterior Wall	Other (Update Element Detail)	Other (Update Element Detail)	030130: Maintenance of Cast-In-Place Concrete	Maintain/Repair	Repair and re-seal cracking in exposed foundation wall.	Exterior	1999	50	2049	2023	20	2049	-6	2043	Discretionary	Library Funding			S.F.	\$ 25.00	\$ -	\$ -	No damage present at this time, continue to monitor
Exterior Envelope	Exterior Wall	Masonry - Brick	Masonry - Brick	042000: Unit Masonry Brick	Maintain/Repair	Tuckpoint / Re-Point	Exterior	1999	20	2019	2023	5	2019	9	2028	Recommended	Library Funding	10,051		S.F.	\$ 20.00	\$ 201,020	\$ 244,572	1999 Walls - 4" brick, 1" air space 2" rigid insulation, 4" CMU, 4" brick. - 3- 5/8" metal suds and 5/8" gyp. Board. Block in work room etc.
Exterior Envelope	Exterior Wall	Masonry - Stone	Masonry - Stone	044313:13 Anchored Stone Masonry Veneer	Maintain/Repair	Section/Area Replacement	Exterior	1999	30	2029	2023	7	2029	1	2030	Recommended	Library Funding	3,480		S.F.	\$ 30.00	\$ 104,400	\$ 137,383	Arch. Limestone Parapet caps. Simulated limestone accent sills, caps and accents The existing 1999 Roof is adhered EPDM, mostly water tight, ceiling tiles stained in work room and office, continue to monitor and maintain.
Exterior Envelope	Roofing	EPDM - Membrane	EPDM - Membrane	075323: EPDM Roofing	Replace	Full EPDM Roofing Replacement	Roof	1999	15	2014	2023	5	2014	14	2028	Recommended	Library Funding	8,751		S.F.	\$ 22.00	\$ 192,522	\$ 234,232	
Exterior Envelope	Roofing	Other (Update Element Detail)	Other (Update Element Detail)	073213 Clay Roof Tiles	Replace	Remove and Replace	Roof	1999	50	2049	2023	6	2049	-20	2029	Recommended	Library Funding	3,184		S.F.	\$ 30.00	\$ 95,520	\$ 120,863	clay tile roof - fair to good condition, continue to monitor.
Exterior Envelope	Roofing	Metal Coping	Metal Coping	077100: Roof Specialties	Replace	Full Perimeter Roof Metal Replacement	Roof	1999	25	2024	2023	5	2024	4	2028	Recommended	Library Funding	480		L.F.	\$ 12.00	\$ 5,760	\$ 7,008	1/2 metal coping over part of precast coping. Replace at time of roofing work.
Exterior Envelope	Roofing	Other (Update Element Detail)	Other (Update Element Detail)	077200: Roof Accessories - Roof Hatch	Replace	Full Hatch Replacement	Roof	2007	20	2027	2023	5	2027	1	2028	Recommended	Library Funding	1		EA.	\$ 5,000.00	\$ 5,000	\$ 6,083	Roof hatch, added in 2007
Exterior Envelope	Exterior Wall	Sealant Repair	Sealant Repair	079200: Sealant Replacement	Maintain/Repair	Re-seal opening perimeters and control joints.	Exterior	1999	10	2009	2023	3	2009	17	2026	Recommended	Library Funding	1,608		L.F.	\$ 10.00	\$ 16,080	\$ 18,088	Replace sealant around all doors and windows and expansion joints as noted
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	1999	15	2014	2023	4	2014	13	2027	Discretionary	Library Funding	3		EA.	\$ 300.00	\$ 900	\$ 1,053	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	Replace	Replace hollow metal doors, frames and hardware	Exterior	1999	20	2019	2023	7	2019	11	2030	Recommended	Library Funding	3		EA.	\$ 4,000.00	\$ 12,000	\$ 15,791	Hollow metal doors, hardware and frames to be replaced.
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	2007	20	2027	2023	7	2027	3	2030	Recommended	Library Funding	1		EA.	\$ 300.00	\$ 300	\$ 395	
Exterior Envelope	Exterior Doors	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace hollow metal doors, frames and hardware	Exterior	2007	20	2027	2023	10	2027	6	2033	Recommended	Library Funding	1		EA.	\$ 4,000.00	\$ 4,000	\$ 5,921	
Exterior Envelope	Exterior Windows	Aluminum Storefront	Aluminum Storefront	084113 Aluminum Storefront	Replace	Replace aluminum storefront system	Exterior	1999	30	2029	2023	8	2029	2	2031	Discretionary	Library Funding	1,490		S.F.	\$ 180.00	\$ 268,200	\$ 367,050	Existing exterior storefront system
Interior Environments	Interior Partitions	Other (Update Element Detail)	Other (Update Element Detail)	084113 Aluminum Storefront	Replace	Replace aluminum storefront system	Interior	2010	35	2045	2023	15	2045	-7	2038	Discretionary	Library Funding	288		S.F.	\$ 180.00	\$ 51,840	\$ 93,361	
Exterior Envelope	Exterior Doors	Door, Aluminum	Door, Aluminum	084229:33 Swinging Automatic Entrances	Replace	Replace exterior and interior automatic swinging aluminum doors	Exterior	1999	25	2024	2023	5	2024	4	2028	Recommended	Library Funding	2		EA.	\$ 25,000.00	\$ 50,000	\$ 60,833	Replace Vestibule Doors
Exterior Envelope	Exterior Doors	Hardware, All	Hardware, All	87100: Door Hardware	Improve	Replace hollow metal door hardware only	Exterior	1999	25	2024	2023	10	2024	9	2033	Recommended	Library Funding	4		EA.	\$ 1,750.00	\$ 7,000	\$ 10,362	Replace Hardware Only

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2023						Comments
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)	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	
Interior Environments	Flooring Systems	Sealed Concrete	Sealed Concrete	033000: Cast-In-Place Concrete	Maintain/Repair	Cleaning & Resealing concrete slab	Interior	2007	15	2022	2023	5	2022	6	2028	Discretionary	Library Funding	797		S.F.	\$ 6.00	\$ 4,782	\$ 5,818	existing painted concrete floor - repaint or prep and seal
Interior Environments	Accessories	Railings / Guardrails	Railings / Guardrails	055000: Interior Metal Railings and Guardrails	Maintain/Repair	Refinish Interior Railing - Basement Stairs & Main Stairs	Interior	1999	15	2014	2023	6	2014	15	2029	Discretionary	Library Funding	53		L.F.	\$ 25.00	\$ 1,325	\$ 1,677	Metal Railings on all stair ways, in good shape, refinish.
Interior Environments	Accessories	Railings / Guardrails	Railings / Guardrails	055000: Interior Metal Railings and Guardrails	Improve	Add 42" guardrail	Interior	1999	15	2014	2023	1	2014	10	2024	Required	Library Funding	68		L.F.	\$ 200.00	\$ 13,600	\$ 14,144	No 42" high guard rail
Interior Environments	Accessories	Railings / Guardrails	Railings / Guardrails	055000: Interior Metal Railings and Guardrails	Maintain/Repair	Refinish Interior Railing - Basement Stairs & Main Stairs	Interior	2007	15	2022	2023	10	2022	11	2033	Discretionary	Library Funding	64		L.F.	\$ 25.00	\$ 1,600	\$ 2,368	New railings compliant
Interior Environments	Casework	Casework - Base Cabinet	Casework - Base Cabinet	064113 Wood-Veneer-Faced Architectural Cabinets	Replace	Section/Area Replacement	Stack Area	1999	15	2014	2023	4	2014	13	2027	Discretionary	Library Funding	71		L.F.	\$ 600.00	\$ 42,600	\$ 49,836	Casework replacement for aesthetic 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	Throughout	1999	20	2019	2023	7	2019	11	2030	Discretionary	Library Funding	31		L.F.	\$ 600.00	\$ 18,600	\$ 24,476	Casework replacement for aesthetic 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	Throughout	1999	20	2019	2023	6	2019	10	2029	Discretionary	Library Funding	15		L.F.	\$ 600.00	\$ 9,000	\$ 11,388	Casework replacement for aesthetic 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	Throughout	2007	20	2027	2023	7	2027	3	2030	Discretionary	Library Funding	30		L.F.	\$ 600.00	\$ 18,000	\$ 23,687	Casework replacement for aesthetic 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	Throughout	2007	20	2027	2023	6	2027	2	2029	Discretionary	Library Funding	22		L.F.	\$ 600.00	\$ 13,200	\$ 16,702	Casework replacement for aesthetic 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	1999	15	2014	2023	4	2014	13	2027	Discretionary	Library Funding	5		EA.	\$ 400.00	\$ 2,000	\$ 2,340	Hollow metal doors and frames to be repainted.
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	2010	15	2025	2023	4	2025	2	2027	Discretionary	Library Funding	1		EA.	\$ 400.00	\$ 400	\$ 468	Hollow metal doors and frames to be repainted.
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	087100: Door Hardware	Replace	Replace door hardware only	Interior	1999	15	2014	2023	5	2014	14	2028	Discretionary	Library Funding	5		EA.	\$ 1,750.00	\$ 8,750	\$ 10,646	
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	087100: Door Hardware	Replace	Replace door hardware only	Interior	2007	15	2022	2023	7	2022	8	2030	Discretionary	Library Funding	1		EA.	\$ 1,750.00	\$ 1,750	\$ 2,303	
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace doors and hardware	Interior	1999	15	2014	2023	7	2014	16	2030	Discretionary	Library Funding	5		EA.	\$ 4,000.00	\$ 20,000	\$ 26,319	
Interior Environments	Interior Doors And Hardware	Door, Hollow Metal	Door, Hollow Metal	081113: Hollow Metal Doors and Frames	Replace	Replace doors and hardware	Interior	2007	15	2022	2023	10	2022	11	2033	Discretionary	Library Funding	1		EA.	\$ 4,000.00	\$ 4,000	\$ 5,921	
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	087100: Door Hardware	Replace	Replace door hardware only	Interior	1999	15	2014	2023	5	2014	14	2028	Discretionary	Library Funding	19		EA.	\$ 1,750.00	\$ 33,250	\$ 40,454	
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	087100: Door Hardware	Replace	Replace door hardware only	Interior	2007	15	2022	2023	7	2022	8	2030	Discretionary	Library Funding	15		EA.	\$ 1,750.00	\$ 26,250	\$ 34,543	
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace wood doors & hardware	Interior	1999	25	2024	2023	7	2024	6	2030	Recommended	Library Funding	19		EA.	\$ 4,000.00	\$ 76,000	\$ 100,011	Replace door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Wood	Door, Wood	081416: Flush Wood Doors (Hollow Metal Frames)	Replace	Replace wood doors & hardware	Interior	2007	25	2032	2023	10	2032	1	2033	Recommended	Library Funding	15		EA.	\$ 4,000.00	\$ 60,000	\$ 88,815	Replace double door, frame and hardware
Interior Environments	Interior Doors And Hardware	Door, Aluminum	Door, Aluminum	084113 Aluminum-Framed Entrances and Storefronts	Replace	Replace single aluminum door and frame	Interior	2010	25	2035	2023	5	2035	-7	2028	Discretionary	Library Funding	2		EA.	\$ 5,000.00	\$ 10,000	\$ 12,167	Replace door, frame and hardware
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	1999	15	2014	2023	3	2014	12	2026	Discretionary	Library Funding	2		EA.	\$ 1,000.00	\$ 2,000	\$ 2,250	
Exterior Envelope	Envelope Other	Other (Update Element Detail)	Other (Update Element Detail)	08620: Unit Skylights	Replace	Replace unit skylight	Exterior	1999	15	2014	2023	7	2014	16	2030	Discretionary	Library Funding	2		EA.	\$ 5,000.00	\$ 10,000	\$ 13,159	
Interior Environments	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	1999	20	2019	2023	3	2019	7	2026	Discretionary	Library Funding	25,794		S.F.	\$ 8.00	\$ 206,352	\$ 232,118	Patching and refinishing interior drywall partitions.
Interior Environments	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	2007	20	2027	2023	3	2027	-1	2026	Discretionary	Library Funding	8,598		S.F.	\$ 8.00	\$ 68,784	\$ 77,373	Patching and refinishing interior drywall partitions.
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	1999	30	2029	2023	5	2029	-1	2028	Recommended	Library Funding	922		S.F.	\$ 10.00	\$ 9,220	\$ 11,218	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	2007	30	2037	2023	5	2037	-9	2028	Recommended	Library Funding	307		S.F.	\$ 10.00	\$ 3,070	\$ 3,735	Patching and refinishing interior drywall ceilings
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Maintain/Repair	Grout Replacement	Toilet Rooms	1999	15	2014	2023	5	2014	14	2028	Recommended	Library Funding	931		S.F.	\$ 9.00	\$ 8,379	\$ 10,194	Replacing grout in tile installations. Floor and wainscot - first floor toilet rooms
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Maintain/Repair	Full ceramic tile floor replacement	Toilet Rooms	1999	15	2014	2023	7	2014	16	2030	Discretionary	Library Funding	931		S.F.	\$ 22.00	\$ 20,482	\$ 26,953	Full replacement of tile floors and wainscot - first floor toilet rooms
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Replace	Grout replacement	Toilet Rooms	2020	15	2035	2023	10	2035	-2	2033	Discretionary	Library Funding	262		S.F.	\$ 9.00	\$ 2,358	\$ 3,490	Replacing grout in tile installations. Floor and wainscot - lower level toilet rooms
Interior Environments	Flooring Systems	Ceramic Tile	Ceramic Tile	093013: Ceramic Tile	Replace	Full ceramic tile Floor Replacement	Toilet Rooms	2020	15	2035	2023	12	2035	0	2035	Recommended	Library Funding	262		S.F.	\$ 22.00	\$ 5,764	\$ 9,228	Full replacement of ceramic tile floor installations -lower level toilet rooms
Interior Environments	Ceiling Systems	Acoustic Ceiling Tile (2x4)	Acoustic Ceiling Tile (2x4)	095113: Acoustical Panel Ceilings	Replace	Ceiling Tile Replacement	Offices	1999	15	2014	2023	4	2014	13	2027	Recommended	Library Funding	1,735		S.F.	\$ 9.00	\$ 15,615	\$ 18,267	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	2007	20	2027	2023	8	2027	4	2031	Recommended	Library Funding	422		SF.	\$ 9.00	\$ 3,798	\$ 5,198	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	1999	20	2019	2023	7	2019	11	2030	Recommended	Library Funding	6,173		S.F.	\$ 9.00	\$ 55,557	\$ 73,109	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	2007	20	2027	2023	10	2027	6	2033	Recommended	Library Funding	5,484		S.F.	\$ 9.00	\$ 49,356	\$ 73,059	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	1999	20	2019	2023	5	2019	9	2028	Discretionary	Library Funding	2,146		L.F.	\$ 5.00	\$ 10,730	\$ 13,055	Replacing floor base.

Description / Life Expectancy											Evaluated Condition		Replacement Year Calculation					Estimated Cost Data - 2023						Comments
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)	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	
Interior Environments	Flooring Systems	Other (Update Element Detail)	Other (Update Element Detail)	096513: Resilient Base and Accessories	Replace	Replace floor base.	Throughout	2007	20	2027	2023	6	2027	2	2029	Discretionary	Library Funding	715		L.F.	\$ 5.00	\$ 3,575	\$ 4,524	Replacing floor base.
Interior Environments	Flooring Systems	Carpet Tile	Carpet Tile	096813: Tile Carpeting	Replace	Replace floor material.	Throughout	1999	15	2014	2023	3	2014	12	2026	Recommended	Library Funding	6,407		S.F.	\$ 12.00	\$ 76,884	\$ 86,484	Replacing floor carpet tile finish.
Interior Environments	Flooring Systems	Carpet Tile	Carpet Tile	096813: Tile Carpeting	Replace	Replace floor material.	Throughout	2020	15	2035	2023	10	2035	-2	2033	Discretionary	Library Funding	5,275		S.F.	\$ 12.00	\$ 63,300	\$ 93,699	Replacing floor carpet tile finish.
Interior Environments	Flooring Systems	VCT - 12" x12"	VCT - 12" x12"	096519: Resilient Tile Flooring	Replace	Replace floor material.	Throughout	1999	15	2014	2023	7	2014	16	2030	Recommended	Library Funding	854		S.F.	\$ 9.00	\$ 7,686	\$ 10,114	Replacing vinyl tile finish.
Interior Environments	Flooring Systems	LVT	LVT	096519: Luxury Vinyl Tile Flooring	Replace	Replace floor material.	Storage Closet	2020	15	2035	2023	10	2035	-2	2033	Discretionary	Library Funding	95		S.F.	\$ 16.00	\$ 1,520	\$ 2,250	Replace LVT in storage room L-29
Interior Environments	Flooring Systems	Linoleum	Linoleum	096543 Linoleum Flooring	Replace	Replace floor material.	General	1999	15	2014	2023	7	2014	16	2030	Discretionary	Library Funding	1,435		S.F.	\$ 11.00	\$ 15,785	\$ 20,772	Replace Linoleum flooring in main corridors.
																						\$ -	\$ -	
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	101100: Visual Display Units, Tackboards	Replace	Replacement of tack board	Interior	1999	10	2009	2023	4	2009	18	2027	Discretionary	Library Funding	15		EA.	\$ 750.00	\$ 11,250	\$ 13,161	Full replacement of all tackboards/white boards and chalk boards
Interior Environments	Accessories	Room Signage	Room Signage	101423: Panel Signage	Replace	Spot replacement of missing/damaged signs.	Interior	1999	10	2009	2023	2	2009	16	2025	Discretionary	Library Funding	46		EA.	\$ 350.00	\$ 16,100	\$ 17,414	Periodic replacement of missing / damaged signs.
Interior Environments	Accessories	Room Signage	Room Signage	101423: Panel Signage	Maintain/Repair	Spot replacement of missing/damaged signs.	Interior	2007	10	2017	2023	5	2017	11	2028	Discretionary	Library Funding	16		EA.	\$ 350.00	\$ 5,600	\$ 6,813	Periodic replacement of missing / damaged signs.
Interior Environments	Accessories	Toilet Partitions	Toilet Partitions	102113.13: Metal Toilet Compartments	Replace	Replace Toilet Partitions	Toilet Rooms	1999	25	2024	2023	7	2024	6	2030	Recommended	Library Funding	5		EA.	\$ 1,800.00	\$ 9,000	\$ 11,843	Replacing overhead braced toilet partitions.
Interior Environments	Accessories	Toilet Partitions	Toilet Partitions	102113.13: Metal Toilet Compartments	Replace	Replace Toilet Partitions	Toilet Rooms	2007	25	2032	2023	10	2032	1	2033	Recommended	Library Funding	3		EA.	\$ 1,800.00	\$ 5,400	\$ 7,993	
Interior Environments	Accessories	Toilet Accessories	Toilet Accessories	102800: Toilet Accessories	Maintain/Repair	Spot replacement of missing/damaged toilet accessory.	Interior	1999	5	2004	2023	2	2004	21	2025	Discretionary	Library Funding	22		EA.	\$ 150.00	\$ 3,300	\$ 3,569	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	2007	5	2012	2023	5	2012	16	2028	Discretionary	Library Funding	18		EA.	\$ 150.00	\$ 2,700	\$ 3,285	Periodic replacement of missing / damaged toilet accessory.
Interior Environments	Accessories	Other (Update Element Detail)	Other (Update Element Detail)	104416: Fire Extinguishers	Replace	Replace Fire Extinguishers	Throughout	1999	10	2009	2023	5	2009	19	2028	Recommended	Library Funding	12		EA.	\$ 100.00	\$ 1,200	\$ 1,460	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	1999	20	2019	2023	5	2019	9	2028	Discretionary	Library Funding	1		EA.	\$ 700.00	\$ 700	\$ 852	Full replacement of all existing projection screens.
																						\$ -	\$ -	
Interior Environments	Furniture & Equipment	Accent Furniture	Accent Furniture	120000: Accent Furnishings	Maintain/Repair	Repair or spot replacement of damaged accent furnishings.	Interior	1999	5	2004	2023	5	2004	24	2028	Discretionary	Library Funding	4,120		S.F.	\$ 15.00	\$ 61,800	\$ 75,189	Periodic replacement of obsolete / damaged accent furniture. (10%)
Interior Environments	Furniture & Equipment	Accent Furniture	Accent Furniture	120000: Accent Furnishings	Replace	Full replacement of all accent furnishings.	Interior	1999	20	2019	2023	7	2019	11	2030	Discretionary	Library Funding	20,604		S.F.	\$ 10.00	\$ 206,040	\$ 271,135	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	1999	20	2019	2023	5	2019	9	2028	Discretionary	Library Funding	12		EA.	\$ 900.00	\$ 10,800	\$ 13,140	Periodic replacement of obsolete shelving. (10%)
Interior Environments	Furniture & Equipment	Shelving - Library	Shelving - Library	120000: Metal Shelving	Replace	Full replacement of damaged metal shelving.	Interior	1999	20	2019	2023	7	2019	11	2030	Discretionary	Library Funding	119		EA.	\$ 900.00	\$ 107,100	\$ 140,936	Full replacement of all metal shelving in the library.
Interior Environments	Furniture & Equipment	Systems Furniture	Systems Furniture	120000: System Furnishings	Maintain/Repair	Repair or spot replacement of damaged system furnishings.	Interior	1999	15	2014	2023	5	2014	14	2028	Discretionary	Library Funding	250		S.F.	\$ 15.00	\$ 3,750	\$ 4,562	Spot repair and replacement of obsolete / damaged systems furniture. (10%)
Interior Environments	Furniture & Equipment	Systems Furniture	Systems Furniture	120000: System Furnishings	Replace	Full replacement of all accent furnishings.	Interior	1999	15	2014	2023	7	2014	16	2030	Discretionary	Library Funding	2,500		S.F.	\$ 10.00	\$ 25,000	\$ 32,898	Full replacement of obsolete / damaged systems furniture.
Interior Environments	Accessories	Window Treatments	Window Treatments	122413: Window Shades	Replace	Replacement of window shades.	Interior	1999	15	2014	2023	5	2014	14	2028	Discretionary	Library Funding	14		EA.	\$ 800.00	\$ 11,200	\$ 13,627	Full replacement of all motorized window shades.
Interior Environments	Accessories	Window Treatments	Window Treatments	122413: Window Shades	Replace	Replacement of manual window shades.	Interior	1999	20	2019	2023	6	2019	10	2029	Discretionary	Library Funding	2		EA.	\$ 300.00	\$ 600	\$ 759	Full replacement of all manual window shades.
Interior Environments	Casework	Countertop - Solid Surface	Countertop - Solid Surface	123661.16 Solid Surfacing Countertops	Replace	Replace solid counters.	Interior	1999	15	2014	2023	7	2014	16	2030	Recommended	Library Funding	52		L.F.	\$ 140.00	\$ 7,280	\$ 9,580	2' Deep Countertops
Interior Environments	Casework	Countertop - Laminate	Countertop - Laminate	123623.13: Plastic Laminate Counter-Top	Replace	Replace laminate counters.	Throughout	1999	15	2014	2023	6	2014	15	2029	Recommended	Library Funding	185		L.F.	\$ 75.00	\$ 13,875	\$ 17,556	2' Deep Countertops
Interior Environments	Accessories	Elevator	Elevator	142100: Elevators	Maintain/Repair	Repair/Upgrade existing elevator.	Interior	1999	15	2014	2023	5	2014	14	2028	Recommended	Library Funding	1		EA.	\$ 5,000.00	\$ 5,000	\$ 6,083	
Interior Environments	Accessories	Elevator	Elevator	142100: Elevators	Replace	Replace elevator in it entirety within its existing shaft.	Interior	1999	15	2014	2023	10	2014	19	2033	Discretionary	Library Funding	1		EA.	\$ 120,000.00	\$ 120,000	\$ 177,629	
																						\$ -	\$ -	
Building Systems	Mechanical	Boiler	Boiler	Division 23	Replace		Mechanical Room	2019	20	2039	2023	15	2039	-1	2038	Replace	Library Funding	2		EA.	\$ 150,000.00	\$ 300,000	\$ 540,283	New Boilers
Building Systems	Plumbing	Pumps	Pumps	Division 23	Replace		Mechanical Room	1999	40	2039	2023	15	2039	-1	2038	Replace	Library Funding	2		EA.	\$ 50,000.00	\$ 100,000	\$ 180,094	New pumps and VFDs
Building Systems	Mechanical	Air Handling Unit	Air Handling Unit	Division 23	Replace		Mechanical Room	1999	40	2039	2023	15	2039	-1	2038	Replace	Library Funding	1		EA.	\$ 200,000.00	\$ 200,000	\$ 360,189	Replace AHU.
Building Systems	Mechanical	Condensing Unit	Condensing Unit	Division 23	Replace		Grade	2020	20	2040	2024	15	2040	-1	2039	Replace	Library Funding	1		EA.	\$ 135,000.00	\$ 135,000	\$ 243,127	Replace Condensing units.
Building Systems	Mechanical	VAV & Fan Powered Boxes	VAV & Fan Powered Boxes	Division 23	Replace		Throughout	1999	40	2039	2023	15	2039	-1	2038	Replace	Library Funding	22		EA.	\$ 25,000.00	\$ 550,000	\$ 990,519	Replace VAV boxes
Building Systems	Mechanical	Humidifier	Humidifier	Division 23	Replace		Mechanical Room	2020	15	2035	2023	12	2035	0	2035	Replace	Library Funding	1		EA.	\$ 15,000.00	\$ 15,000	\$ 24,015	Replace humidifier
Building Systems	Mechanical	Exhaust Fans	Exhaust Fans	Division 23	Replace		Roof	2006	40	2046	2023	10	2046	-13	2033	Replace	Library Funding	2		EA.	\$ 10,000.00	\$ 20,000	\$ 29,605	Replace toilet exhaust fans
Building Systems	Mechanical	Exhaust Fans	Exhaust Fans	Division 23	Replace		Roof	1999	40	2039	2023	7	2039	-9	2030	Replace	Library Funding	3		EA.	\$ 10,000.00	\$ 30,000	\$ 39,478	Replace toilet exhaust fans

1. Governance

1. Mission Statement and Objectives

The objective of the North Riverside Public Library is to provide a variety of services free or low cost to all members of the community. The Library intends to build a well-balanced collection of print and non-print materials to meet the inspirational, recreational and informational needs of the community. It shall be the policy of this Library to provide materials that will best meet the needs of the community.

2. Bylaws

1. Establishment and Authority [75 ILCS 16/30-35]

1.1 The North Riverside Public Library District was established in April, 1983. The District operates according to the provisions of Chapter 75, Act 16, of the Illinois Compiled Statutes, 1992 (The Illinois Public Library District Act of 1991).

1.2 These rules are supplementary to the provisions of the statutes of the State of Illinois, which hold precedence as they relate to the procedures of boards of library districts.

1.3 The office of the Board shall be located at the North Riverside Public Library District, 2400 S. Des Plaines Ave. North Riverside, Illinois 60546.

2. Purpose [75 ILCS 16/1-10]

2.1 The purpose of the North Riverside Public Library District is to provide a local institution of general education for its taxpayers. To this end, the Board of Trustees and its Staff shall carry out the spirit and intent of the Illinois Public Library District Act by establishing, supporting and maintaining a library within the District and by providing library services.

3. Board of Trustees [75 ILCS 16/30-10, 16/30-25]

3.1 The Board of Library Trustees of the Public Library District, North Riverside, Illinois is composed of seven members. Trustees are elected biennially for six-year staggered terms.

3.2 The term of each member of the Board of Trustees shall commence on the third Monday of the first month following election and continues until a successor is duly elected and qualified.

3.3 ~~A vacancy on the Board of Trustees shall be filled by the remaining Trustees within 90 days until the next regularly scheduled election of Trustees, at which time a Trustee must run to will be elected to fill the remainder of the unexpired term, in~~

~~conformance with the Illinois Public Library District Act.~~ All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election. Notwithstanding any other provision of this Section, if a vacancy occurred prior to May 27, 2022 and that vacancy has not been filled by the trustees before the effective date of this amendatory Act of the 102nd General Assembly, the State Librarian shall fill the vacancy within 60 days after the effective date of this amendatory Act of the 102nd General Assembly.
(Source: P.A. 102-977, eff. 5-27-22; 102-1107, eff. 12-14-22.)

3.4 (75 ILCS 16/30-25) Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

~~The Board of Trustees may declare a vacancy in the office of Trustee when an elected or appointed Trustee:~~

- ~~a. declines, fails or is unable to serve,~~
- ~~b. becomes a nonresident of the District,~~
- ~~c. is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act of 1991, or~~
- ~~d. fails to pay the library taxes levied by this District—~~

Before declaring a vacancy in the office of Trustee, the Trustee in question shall be notified in writing of the reason(s) why the Board of Trustees is considering declaring a vacancy in his/her office. The written notice shall be mailed at least fifteen (15) days before the date of a proposed meeting when the reason(s) for

declaring a vacancy shall be considered by the Board of Trustees. The Trustee in question may be represented by an attorney and shall be given an opportunity to be heard, produce witnesses and cross-examine witnesses at the meeting at which the vacancy of his/her office is to be considered by the Board of Trustees. Upon the affirmative vote of a majority of the Board of Trustees, a vacancy may be declared in the office of the Trustee for any one or more of the four (4) reasons set forth above. In the event a vacancy is declared in the office of Trustee, said vacancy shall be filled pursuant to the provisions of section 16/30-25 of Chapter 75 of the Illinois Compiled Statutes **stated in section 3.3.**

3.5 The Board shall appoint and fix compensation of a qualified librarian to act as administrator of the district's daily operations. The administrator shall hire other employees deemed necessary by the administrator, fix their compensation, and remove those employees.

The Board may also retain legal counsel and professional consultants as needed. (75 ILCS 16/30-55.35) Sec. 30-55.35)

~~In order to provide, support and maintain public library service within the District, the Board of Trustees shall have the exclusive powers and duties of governance of the District, providing for both physical and financial needs of the District and shall appoint a competent Librarian and necessary Staff, all in compliance with the provisions of the Illinois Public Library District Act and such other laws which may apply.~~

4. Officers [75 ILCS 16/30-40, 16/30-45; 5 ILCS 120/2.06]

4.1 The officers of the Board of Trustees shall be President, Vice-President, Treasurer and Secretary. They shall be elected at an organizational meeting following the regular Trustee election and certification and shall serve for **two years** or until their successors are elected. **A vacancy in an office shall be filled by the Board for the unexpired term within 90 days of the vacancy. All vacancies and new trustees must be reported to the Office of the Secretary of State within 60 days.**

4.2 The President shall preside over all meetings. In the President's absence, the Vice-President shall preside. In the absence of both the President and the Vice-President, a temporary chairman shall be elected by the Board of Trustees. The President shall perform all other duties as prescribed by law **(75 ILCS 16/30-45)**. The President shall, with the approval of the Board of Trustees, appoint committees. The President shall be ex officio member of all committees. The President shall not have nor exercise veto powers.

4.3 The Vice President shall preside over meetings in the absence of the President.

4.4 The Treasurer shall keep and maintain all District accounts and financial records during his/her term of office according to the Illinois Public Library District Act. These records shall be subject to yearly audit by a governmental CPA audit firm
~~two other Trustees appointed by the President as prescribed by the Illinois Public~~

~~Library District Act.~~ The Treasurer shall perform all other duties as prescribed by law (75 ILCS 16/30-45). The Treasurer shall give bond to the District to discharge faithfully the duties of his/her office and to account to the District for all District funds coming into his/her hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The cost of such bond shall be borne by the District.

4.5 The Secretary shall keep and maintain appropriate minutes and records during his/her term of office according to the provisions of the Illinois Public Library District Act (75 ILCS 16/30-45). These records shall be subject to audit by two other Trustees appointed by the President as prescribed by law. The Secretary shall perform all other duties prescribed by law.

5. Meetings [75 ILCS 16/30-50; 5 ILCS 120/2, 2.01, 2.02, 2.03, 7]

5.1 At least five regular meetings of the Board shall be called each fiscal year.

5.2 Within thirty (30) days after the beginning of each fiscal year, the Secretary of the Board shall give public notice of the schedule of regular meetings of the Board for the ensuing fiscal year, stating the regular meeting dates, times and places of such meetings, by posting a copy of the notice at the Library.

5.3 The date, place and time of a particular regular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at the regular meeting prior to the meeting affected.

5.4 A special meeting of the Board may be called by any four (4) Trustees. No special meeting shall be held unless notice of the time and place thereof shall be given to all Trustees and posted for the public at least forty-eight (48) hours in advance of said special meeting, except in cases of bona fide emergency.

5.5 Public notice of any rescheduled regular meeting shall be given at least ten (10) days before such meeting by published legal notice and by posting public notice at the Library. In addition, notice of rescheduled or special meetings shall be given to any local news medium which has filed an annual request with the Secretary of the Board in compliance with Illinois statutes. Such public notice does not apply in the case of bona fide emergency or when the announcement of the time and place of a reconvened meeting has been made at the original meeting and there has been no change in the agenda of the meeting.

5.6 The Annual Meeting shall be held at a time and place selected by the Board. The purpose of this meeting is to provide for completion and presentation of the Annual and Financial Reports of the District, to review the Bylaw and Policy Manual of the District and to appoint standing committees.

5.7 Meetings of the Board and its committees shall be open to the public and shall be conducted in compliance with Illinois statutes.

a. The Board allows time for public comment during meetings. To ensure that public comment is heard and that the Board is able to conduct North Riverside Public Library District's business in a timely manner, the Board asks that all visitors be aware of the following:

1. Whether meeting in person or virtually, public comment is allowed during the time of Public Comment, which is scheduled early on the agenda of all regular meetings and most special meetings and committee meetings. The NRPLD Board of Trustees allows a total of thirty (30) minutes for public comment at this point in the agenda.

2. All speakers are asked to identify themselves at the beginning of their comments so that the participation of all who speak at the meeting can be part of the official record.

3. Speakers will be asked to limit comments to two (2) minutes. When several members of a group with a common purpose attend a meeting, the Board requests that the group designate a single person to represent and speak for the group.

4. A speaker who wants his or her remarks to be added to the Board record must provide a copy of those remarks to the Board Secretary prior to speaking, or, in the case of a virtual meeting, may send a digital copy of remarks to the Director or Secretary ahead of the meeting. If the spoken remarks do not follow the written text, the text will be discarded and not included in the Board record.

In most cases, the Board will consider visitors' comments and may respond at a future date.

~~The Board welcomes comments from the public who attend Board meetings. The Board provides a specific period on the agenda during meetings when citizens may comment.~~

~~1. All persons wishing to speak must sign up prior to the meeting. A sign-in roster will be provided. The roster will determine the speaking order for people who wish to make public comment. People wishing to address the Board will be asked to provide their name. Anyone refusing to identify himself or herself will be prohibited from speaking.~~

~~2. Public comments are limited to 2 (two) minutes per speaker.~~

~~3. A spokesperson representing several other parties or organization will also have two (2) minutes to make public comment.~~

~~4. If the number of people wishing to speak is large, the President or President pro tem may rule that a separate meeting be scheduled on a particular issue and ask that those wishing to comment do so at that meeting.~~

~~5. Public comments will be addressed to the Board, not to other members of the public.~~

~~_____ 6. The public comment portion of the meeting will be the first order of business at all meetings.~~

~~_____ 7. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or President pro tem may declare that person out of order and refuse him or her permission to continue to address the Board.~~

~~_____ 8. A written summary of public comments will be recorded in the minutes of the Board meeting at which the comments occurred.~~

5.8 A quorum of the Board shall consist of four (4) members and a majority of those present shall determine the vote taken on any question.

5.9 Electronic conferencing for meeting attendance and voting requirements is permissible as long as the meeting is conducted in accordance with the Open Meetings Act [5 ILCS 120/7]: **See Open Meetings Act below.**

~~a. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability, ii) employment purposes or the business of the Board, or iii) family or other emergency.~~

~~b. A quorum of members of the Board must be physically present at the location of the meeting. Only additional members — those members not part of the required physically present quorum — may attend by electronic conferencing.~~

~~c. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~d. The meeting minutes shall indicate if a Board member was present by electronic conferencing.~~

~~e. A Board member who intends to attend a meeting by electronic conferencing must provide notice to the Board President or Director at least 24 hours prior to the meeting.~~

~~f. The location of the meeting shall be equipped with a suitable transmission system (e.g. speakerphone) in order that all in attendance, including the public audience, will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.~~

5.10 *Robert's Rules of Order, Newly Revised* or its successor shall prevail on any question not prescribed by statute or by the District's established

rules. The rules of order, other than such rules that may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at a meeting.

6. Committees and System Representation [75 ILCS 16/30-45; 5 ILCS 120/2.06]

6.1 The following standing committees shall be appointed at the Annual Meeting: Advocacy, Building and Grounds, Finance, Personnel, Policy, and Strategic Planning. Members of standing committees shall serve for a term of two (2) years ~~one (1) year~~.

6.2 Ad hoc committees may be appointed from time-to-time as the Board may decide and direct.

6.3 All committee members shall be appointed by the President, with the consent of the Board.

~~6.4 The President shall designate, with the consent of the Board, a member of the Board to serve a three-year term, to be reviewed annually, as the District's representative to the Library system.~~

6.5 All Board committees shall take minutes of their meetings and shall submit them to the Library Board at the next regular meeting.

7. General Provisions [5 ILCS 120/2.02]

7.1 An agenda for each regular meeting of the Board of Trustees shall be prepared by the Director in consultation with the Board President preceding such meeting.

7.2 The regular order of business at all regular meetings shall be as follows:

1. Roll call and declaration of quorum
2. Public comment
3. Disposition of minutes of previous meeting(s)
4. Financial reports
5. Director and Staff reports
6. Committee reports
7. New business

8. ~~Old~~ **Unfinished** business

7.3 The District's fiscal year shall begin with July 1 and end with June 30.

8. Director [75 ILCS 16/30-55.35]

8.1 The Board shall appoint a competent Librarian, who shall be responsible to the Board of Trustees, to serve as Director.

8.2 Among the duties of the Director shall be the following:

- a. to serve as the chief administrative officer of the Library,
- b. to implement the decisions and policies of the Board of Trustees
- c. to direct and supervise all Staff,
- d. to submit regular reports to the Board and to recommend such policies and procedures as in the opinion of the Executive Director will promote the efficiency of the Library in its service to the public.

8.3 The Director shall hold only such financial authority as may be delegated by Board policy.

8.4 The Director shall be accountable to the Board through the President or a person so designated by the President.

9. Amendments

9.1 These rules may be amended by an affirmative majority vote of all the members of the Board of Trustees.

9.2 A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

10. Severability

10.1 If any provision of these Bylaws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these Bylaws.

~~3. Board Meetings~~

~~(revised April 11, 2011)~~

~~(revised April 9, 2012) (revised October 21, 2019)~~

~~The Board of Trustees will be scheduled to meet according to a schedule set each year by the Library Board of Trustees and approved at the December meeting. Other changes in time and /or place of meeting are to be decided by the Library District Board far enough in advance for the public to be notified as specified on the Open Meetings Act.~~

~~Visitors who wish to make a public comment at the meeting are asked to complete the request form and present it to the Board Secretary or other Library Trustee.~~

~~Public comments are permitted during the "Open Forum" portion of the Agenda. The Board President will invite visitors to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker will be asked to provide his or her name and address and his or her group affiliation (if any).~~

~~The President may also grant a request to address the Board during other portions of the meeting. The President has the discretion to determine the length of time and the number of times a speaker may speak. Each person is allowed a maximum of three (3) minutes to speak. Comments should be brief and to the point. An immediate response from the Board is not required.~~

~~Minutes are a summary of the Board's discussions and actions. Speakers' requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's file rather than in the minutes.~~

4. Open Meetings Act

(adopted February 13, 2012) (revised January 13, 2014) (revised October 21, 2019) (revised July 20, 2020)

Meetings covered under the Open Meetings Act

"Meeting" is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

Exceptions for Closed Meetings

Employment/Appointment Matters
Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific
exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public.

The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.

The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency (4) unexpected childcare obligation. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices. Trustees attending remotely will be so noted in the minutes

5. Closures

(reviewed: April 9, 2012)(revised: October 13, 2014)(revised: February 20, 2018)
(revised October 21, 2019)

The hours of the Library are as follows:

MONDAY	10:00	a.m.	-	7	p.m.
TUESDAY.....	10:00	a.m.	-	7	p.m.
WEDNESDAY.....	10:00	a.m.	-	7	p.m.
THURSDAY.....	10:00	a.m.	-	7	p.m.
FRIDAY.....	10:00	a.m.	-	6	p.m.
SATURDAY.....	10:00	a.m.	-	4	p.m.
SUNDAY.....					Closed

A. Emergency

(Adopted April 14, 2014) (revised October 21, 2019)

To fulfill its mission of public service the North Riverside Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

Inclement Weather

However, inclement weather can cause transportation problems or locally hazardous conditions. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the Library will close, delay opening or close ahead of schedule. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the Library Director or, if the Library Director is not present, by administrators on duty.

However, if Riverside-Brookfield High School and its feeder elementary school districts choose not to open for the day, the North Riverside Public Library will delay opening and reassess the situation at 11 a.m. If conditions are improved, streets are accessible and the Library parking lot has been cleared, the Library may open later in the day.

System Failure

In the event of a power or HVAC failure, the decision to close will be made upon the following factors:

In warm weather months, if the inside temperature reaches 85 degrees, the staff will be retained for 30 minutes and all computer equipment will be shut off to avoid damage due to overheating. A core staff will be retained for an additional 30 minutes in case the building is able to be reopened. After the full hour, the Library will be closed for the day.

In cold weather months, if the inside temperature drops to 60 degrees, the same procedure will be followed.

In the event that the water to the building is not functioning, the building will close and will remain closed to staff and patrons until the water is turned back on. When water service resumes, the water will be tested for contaminants.

Power Outage

In the event of a power outage on or after 6 p.m., the building will be closed immediately for the day.

If the building is to close early, library patrons already in the facility will be notified immediately. No fewer than two staff members will remain in the Library until all patrons have vacated the premises.

If the library closes unexpectedly, the Library Board president will be called at any time.

Bomb threat, active shooter threat, other

Library staff will work with North Riverside Police Department to ensure the safe evacuation of the library building. The building will be closed for the remainder of the day but key staff will remain to work with the Policy Department as needed.

B. Holidays

The Library will be closed on the following days:

JANUARY 1 New Year's Day

MAY (Last Monday) Memorial Day

JULY 4 Independence Day

SEPTEMBER (first Monday) Labor Day

NOVEMBER (last Thursday) Thanksgiving Day

NOVEMBER (last Friday) Day after Thanksgiving Day

DECEMBER 24, (Christmas Eve)

DECEMBER 25, (Christmas Day)

DECEMBER 31, (New Year's Eve)

The Library will close at 6:00 p.m. on Thanksgiving Eve. In the event that Christmas Eve or New Year's Eve fall on a Sunday, the library will be close at 3pm the proceeding Saturday. In the event Christmas Day or New Year's Day fall on a Sunday, the library will be closed the following Monday.

C. Staff In-services

The North Riverside Public Library District works hard to provide continuing education opportunities to our staff members so that we are able to provide the best service possible to our community. In order to do so, the library will close for 4 days out of the year for staff in-services. In-services will be on the 2nd Friday of January, April, August and October.

Mission Statements:

Oak Park:

As a public library in a Book Sanctuary Community, our mission is to share the information, services, and opportunities that fulfill Oak Park's aspirations. Our vision to empower every voice in our community. These statements were developed through a yearslong process of turning outward, listening to what kind of community our neighbors want to live in. Oak Parkers told us they aspire to live in a community that is diverse, equitable, inclusive, and empathetic, as well as a place that supports education, health, literacy, safety, and affordability.

Brookfield:

The Brookfield Library is the cultural, social and intellectual center of the community. The Library is a dynamic civic resource that provides free access to information in all its forms and is a gathering space for exploration, lifelong education, collaboration and entertainment.

LaGrange:

We strive to enrich our community by inspiring connections, providing access to meaningful resources, and encouraging curiosity in an inclusive and welcoming atmosphere.

LaGrange Park:

The La Grange Park Library is a welcoming and inclusive community center connecting residents to informational, cultural, and educational resources.

Berwyn:

The Berwyn Public Library supports our community by providing an accessible environment for learning, enlightenment, and enjoyment where diversity is celebrated and connections are created.

Broadview:

The Broadview Public Library District is the educational and cultural center destination of the community, serving all residents in every stage of life.

Cicero:

The Mission of the Cicero Public Library is to provide information, materials, and services to the community within the Town of Cicero. Our values include intellectual freedom, equity and inclusion, access, and literacy as a path to lifelong learning.

Schaumburg:

We spark curiosity and enrich our community by connecting services, resources and people.

St. Charles:

We support the growth and creativity of the individual and build the spirit of the community by providing welcoming spaces, robust collections, responsive services, and enriching programs.

Maywood:

The Mission of the Maywood Public Library District is to maintain excellence in providing the best possible materials in regard to educational, technological, and recreational uses for its community. The Library's focus is to continue to research, evaluate, and generate outreach programs for the benefit of the Maywood community. The Library is also a repository of local Maywood history. The Maywood Public Library District cooperates with all other libraries.

North Riverside Public Library District Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the director will inform the Board President of the absence, or a member of the staff will if the Director is unable. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be:

Adult Services Manager

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Acting Library Director will be responsible for providing regular updates to the Board President on the work of the Acting Library Director during the leave of absence period and the Board President will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- North Riverside Village Recreation Director & Village President

- Collaboration Committee
- RAILS
- SWAN

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of an Illinois library district
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to HR Source or the library's attorney.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. Currently there are three search committees active in the Chicagoland area: Dieters & Todd, HR Source, and Bradburry Miller. The board will also consider the need for outside consulting assistance (interim director) depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept in a binder on the bookshelf in the director's office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept on the Library Director's desktop computer.

Signatures of Approval for North Riverside Public Library District

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

Information and Contact Inventory for North Riverside Public Library District

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Bylaws: Copies included on Board Google Drive in the folder "Reference Materials for Trustees" and on the H drive under the Board folder.

Strategic Plan: Digital copy on website and H drive; physical copy in file cabinet under Strategic Plan

Board Minutes: All Board meeting minutes are posted on the website, located in the H drive in the month in which they are approved, and physical copies are in drawer #13 in the Director's office.

Financial Information

- Employer Identification Number: 36-3242278

Current & previous audited financial statements: Tall black file cabinet in drawer #11, digitally on website and H drive under Bob – Financial – Audit

Financial statements: Board Google Drive for each month, created by Lauterbach & Amen and emailed to the Director, saved on H drive in Board folder in each month of Board Meeting and in print form in the Board packets in drawer #11.

Tax Exemption Certificate: Valid through 2025. Printed in bottom drawer of black filing cabinet, saved in H drive.

Passwords: See lastpass on the Director's computer and also the Access file in the Bob drive

Auditor

- Name: GW & Associates
- Contact: David Jelonek
- Phone Number/Email: David.jelonek@cpagwa.com

Accountant

- Name: Lauterbach & Amen
- Contact: Nicole Kozlowski
- Address: 668 N. River Rd. Naperville, IL 60563
- Phone Number/Email: 630-393-1483 nkozlowski@lauterbachamen.com

Banking

- Name: First American Bank (Riverside Branch)
 - Account #s: xxxxxxxxx(Checking), xxxxxxxxx (Money Market)
 - Authorized Signers: Annette Corgiat, Ken Rouleau, Greg Gordon, Natalie Starosta
- Name: Illinois Fund (IL Fund) – virtual access
 - Account #: xxxxxxxxx
 - Authorized representative: Natalie Starosta
- Name: Athene (Annuities) – no access directly - Jim Torgerson jetorgerson@gmail.com
 - Account #s: AXxxxxxxx, AXxxxxxxx, AXxxxxxxx,
 - Authorized representative: Annette Corgiat

Attorney

- Name: Roger Ritzman (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.) – General legal inquiries, levy, ordinances
 - Phone Number/Email: Roger Ritzman ritzman@psnrb.com ; (630) 665-1900
- Name: Scott Metcalf (Franczek P.C.) – Property Tax appeals
 - Phone Number/Email: T. 312.786.6104 | F. 312.986.9192 | srm@franczek.com
- Name: HR Source – HR legal issues, can assist with policies and FOIA
 - Phone Number/Email: T: 800-448-4584, info@hrsourc.org

Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

- Board President
- Board Vice President
- Trustee
- Library Director

Human Resources Information

Employee records/personnel information/ I-9's: Current active library employees are located in the bottom drawer of the fire proof filing cabinet in Director's office; previous employee files are located in the top and bottom drawers of the grey plastic file cabinet in Director's office

Payroll

- Company Name: Paychex
 - Account number: xxxxxxxx
 - Payroll Rep: Kenya Roberts
 - Phone Number/Email: klroberts3@paychex.com, or 844-729-9247 x5200609

Insurance Agent

- Company Name: Cook & Kocher
- Representative's Name: Mara Weiss
- Policy #: Various, check binder or check stubs under: Traveler's Insurance, Utica Insurance, Cook & Kocher – Also saved in H drive under Insurance
- Phone Number/Email: Phone: 847-692-9200 Fax: 847 692-9299
Email: maraw@cookandkocher.com

Some crucial times for our library are:

- **March-June:** Create next fiscal year's budget. Final budget must be approved by the board prior to the start of the fiscal year and posted to the library website and bulleting board once approved.
- **June:** New fiscal year ordinances: board meeting schedule, non-resident card. Ordinances should be posted in the library following board approval. Help with ordinances can be obtained from the attorney. Previous year copies are saved in H Drive under Ordinance/Levy folder for previous year.
- **July-August:** Tentative budget & appropriation ordinance: the board should approve a tentative B&A a minimum of 30 days prior to the hearing. A notice of the public hearing must be published in the newspaper 30 days prior to the passing of the B&A. Annual financial audit prep: business manager should be in touch with the accountant and the auditor to schedule audit prep and on site audit work.
- **August-September:** Hold a hearing for the B & A; board passes the final B & A Ordinance along with the Treasurer's Certificate of Estimated Revenue. Both pieces should be posted to the website and filed with the County prior to the 4th Tuesday in September. Final B&A gets published in the newspaper.
- **October-November:** Board approval of the annual tax levy ordinance. Final levy should be posted to the website, filed with the County online, and a paper copy sent to the County as well. Presentation of the annual audit to the board of trustees.



North Riverside
Public Library

ANNETTE CORGIAT
President



708-447-0869



corgiata@nrpl.info



www.nrpl.info



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