

**AGENDA - SPECIAL BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, AUGUST 10, 2022 - 7:00 PM
VIRTUAL MEETING**

- 1) CALL TO ORDER - 7:00 p.m.
- 2) ROLL CALL
- 3) ADDITIONS TO THE AGENDA
- 4) CONSENT AGENDA (ACTION)
 - a. Consideration to close the library from 9:00 a.m. to noon on September 12, 2022 to complete a plumbing service project in the Lower Level 2
- 5) PUBLIC COMMENT
- 6) NEW BUSINESS
 - a. Consideration to approve the hiring of a strategic planning consultant (ACTION) 3
 - b. Presentation of priority capital projects based on the 2021 Capital Needs Assessment 6
- 7) CLOSED SESSION
- 8) ADJOURNMENT

Memorandum

To: Glencoe Public Library Board of Trustees
Cc: The Friends of the Glencoe Public Library
From: Andy Kim, Executive Director; Joe Faust, Facilities Supervisor
Date: August 5, 2022
Re: Consideration to close the library from 9:00 a.m. to noon on September 12, 2022 to complete a plumbing service project in the Lower Level

Facilities Supervisor Joe Faust and I are respectfully requesting that the library remain closed, and services suspended until 12:00 p.m. on Monday, September 12, 2022 to complete a plumbing service project in the lower level.

The project requires that water service to the building be shut down temporarily to install new pipes and fixtures. The plumbing service will arrive onsite by 7:00 a.m. to begin work. By their estimates, the water service should be turned back on before noon on September 12, and the library ready to open.

Memorandum

To: Glencoe Public Library Board of Trustees
 Cc:
 From: Trustee Tuohy, Planning Committee; Trustee Lin; Library Management Team
 Date: August 5, 2022
 Re: Consideration to approve the hiring of a strategic planning consultant

I am respectfully presenting a summary of results from the library’s Strategic Planning Consultant Request for Proposal (RFP) that includes a list of consultants/firms that responded, and our review process conducted by Trustee Tuohy (Chair, Planning Committee), Trustee Lin, and the library’s management team.

Introduction

The library issued the RFP on July 11, 2022 with the goal to hire a qualified and experienced consulting firm that will guide the Library Board and staff in the development of a comprehensive strategic plan. The plan is to be in place by March 2023.

The RFP was posted on the library’s website, emailed to known consulting firms either recommended by other public libraries, or those library staff have past experiences working with. The deadline for responses was August 1, 2022 by 5:00 p.m.

RFP Responses

Four consulting firms responded to the RFP:

Consulting Firm	Principal(s)	Location
Fast Forward Libraries	Amanda Standerfer	Champaign
Library Planning Associates	Anders Dahlgren	Normal
ReThinking Libraries	Rob Cullin and Janet Nelson	Brownsburg, Indiana
Sarah Keister Armstrong & Associates	Sarah Keister Armstrong	Libertyville

RFP Review Process

The review process included:

- Review of proposals by Trustee Tuohy (Chair, Planning Committee), Trustee Lin (Board President), Danny Burdett (Head of Circulation Services), Ann Finstad (Children’s Services & Public Operations Manager), Becky Halcli (Technical Services & Automation Operations Manager), Grace Hayek (Head of Programs & Communications), Liz McClain (Head of Adult Services), and Andy Kim (Executive Director).
- Interviews of at least two references for each firm.

The references were selected based upon the following criteria:

- The library’s familiarity/relationship with the library client reference
- The firm’s most recent library client
- Project similarity

Firm Review Matrix

The Director requested that Trustees and management team members use a basic scoring template that the Mount Prospect Public Library (MPPL) recently shared with the library. MPPL issued their strategic planning consultant RFP in September 2021, and finalized its new strategic plan in June 2022.

The scoring template consists of a checklist of required RFP components such as expressed qualifications, a description of methodology, project timeline, references, and cost. The template also asks reviewers to give weighted scores (1-3 points) for other key components required for the RFP.

3 = Exceeds requirements

2 = Meets requirements

1 = Did not meet requirements

With 11 key components, the maximum score possible is **33**.

In addition, the Director used a basic matrix to score the information provided by references recently used for the Capital Needs Assessment Request for Quote (RFQ). Responding references for each consulting firm were asked the following questions, and invited to provide other relevant information:

- Please describe the project the consulting firm completed for you.
- What are the consulting firm’s strengths and opportunities?
- Did the consulting firm exceed your expectations in any way?
- Did the consulting firm miss or not deliver on any critical elements of your project?
- How well did the consulting firm communicate with you and your team? What were the primary communication methods?
- Was the project completed on time?
- Did the consulting firm stay within budget? If not, what caused the overrun?
- Would you work with the consulting firm again for future projects?

	0 Points	1 Point
Did the consulting firm exceed your expectations in any way?	No	Yes
Did the consulting firm miss or not deliver on any critical elements of your project?	Yes	No
Was the project completed on time?	No	Yes
Did the consulting firm stay within budget? If not, what caused the overrun?	No	Yes
Would you work with the consulting firm again for future projects?	No	Yes



Depending on each reference's responses to the questions in blue above, consulting firms would receive 0-1 point(s), the maximum total score possible being **5**.

Combining the maximum score possible with the scoring template and basic matrix, the total maximum score possible is **38**.

Evaluation Results

The results of the review process are as follows:

- Fast Forward Libraries – 26
- Library Planning Associates – 23
- ReThinking Libraries – 26
- Sarah Keister Armstrong & Associates – 27

Memorandum

To: Glencoe Public Library Board of Trustees
 Cc:
 From: Joe Faust, Facilities Supervisor; Andy Kim, Executive Director
 Date: August 5, 2022
 Re: Presentation of priority capital projects based on the 2021 Capital Needs Assessment

Per the Library Board’s instruction at the April 20, 2022 Committee of the Whole meeting, I am respectfully presenting capital projects from the 2021 Capital Needs Assessment (CNA) identified as priority items by Facilities Supervisor Joe Faust. J. Faust has identified nine projects.

Introduction

The CNA is a detailed inspection report that provides cost estimates based on current markets to maintain the building, its systems, and surrounding property over the course of 20 years (2022-2041). The CNA was performed by Engberg Anderson in fall 2021, and presented to the Library Board at its December 15, 2021 Regular Board Meeting.

The 2021 CNA provides a 20-year schedule of anticipated costs. The schedule is divided into four 5-year sub-schedules: 2022-26, 2027-31, 2032-36, 2037-41. Schedules were created using established industry standards, consultations with system or component vendors/suppliers, and leaned heavily on Engberg Anderson’s experience in the field.

The CNA consists of 338 schedule items that are categorized into four **groups**: Site Conditions, Roof Assemblies, Exterior Wall Assemblies, and Building Systems. The four groups are then identified as one of four **work types**: Custodial Care (daily upkeep), Preventive Maintenance (regularly scheduled diagnostics and corrective action), Major Maintenance (large repair or replacement, less than \$10,000), and Capital Repair (repair, replacement, or upgrade over \$10,000). Further, schedule items are then tagged as one of four **priority levels**: Priority 1 (life safety or building code), Priority 2 (maintain building envelope integrity), Priority 3 (building system functionality at risk), and Priority 4 (end of life but not a P1-P3 concern yet).

Groups	Site Conditions	Roof Assemblies	Exterior Wall Assemblies	Building Systems
Work Types	Custodial Care (daily upkeep)	Preventive Maintenance (regularly schedule diagnostics and corrective action)	Major Maintenance (large repair or replacement, less than \$10,000)	Capital Repair (repair, replacement, or upgrade over \$10,000)

Priority Levels	Priority 1 (life safety or building code)	Priority 2 (maintain building envelope integrity)	Priority 3 (building system functionality at risk)	Priority 4 (end of life but not a P1-P3 concern yet)
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The total anticipated cost to address all the items listed in the 2021 CNA is \$2,006,436.

Engberg Anderson identified \$1,028,360 in anticipated costs in the first 5-year schedule. Of that amount, \$786,051 in projects are at end of life, and \$198,812 are designated as Priority 1. These items include:

- Electrical work - \$209,688
- HVAC work - \$34,375
- Finishes - \$405,248
- Woodwork - \$7,737
- Site work - \$5,000
- Doors/windows - \$103,919
- Masonry - \$14,834
- Roof - \$3,150
- Metalwork - \$2,100

Priority Capital Projects

J. Faust has identified nine projects that should be prioritized based upon the results of the 2021 CNA.

1. Remove, replace original drain tile; rework sewer ejector pit and remove aged equipment
2. Repair paver bricks in front entryway; repair grades to comply with ADA standards
3. Replace outside wood trim; re-caulk and repaint building exterior
4. Replace all windows and window trims
5. Install building fire suppressant system
6. Replace concrete steps and handrails on building's west side
7. Install chimney liner to support hot water tank; remove or replace south side chimney; full tuck-point of building
8. Replace carpeting; repaint building interior
9. Replace switch gear and electrical panels; install natural gas backup generator system

The following chart outlines how J. Faust's priority capital projects align with the projects identified by Engberg Anderson for the 2022-2026

2021 CNA Project	Estimated Cost	Priority	J. Faust Project
Electrical work	\$209,688	1	Replace switch gear and electrical panels; Install natural gas backup generator
HVAC work	\$34,375	3	N/A
Finishes	\$405,248	4	Replace carpeting; Repaint building interior
Woodwork	\$7,737	4	N/A
Site work	\$5,000	1	Repair paver bricks in front entryway; Repair grades to comply with ADA standards
Doors/windows	\$103,919	2	Replace all windows and window trims
Masonry	\$14,834	2	Install chimney liner to support hot water tank; Remove or replace south side chimney; Full tuck-point of building
Roof	\$3,150	2	N/A
Metalwork	\$2,100		Replace concrete steps and handrails on building's west side
	~\$25,000	2	Remove, replace original drain tile; rework sewer ejector pit and remove aged equipment
	~\$25,000	2	Replace outside wood trim; Re-caulk and repaint building exterior
	~\$50,000	4	Install building fire suppression system

Electrical work

Per the 2021 CNA, the critical life safety items relate to the replacement of various electrical components such as wiring, devices, panels, and switchboards. Based on the known history of the building, these are items untouched by previous building improvement plans, and items that do not meet current safety codes. These items will continue to suffer from general degradation over time.

J. Faust would focus on completing projects to replace the switch gears and panels that service the entire building. He would also recommend installing a backup generator system to support the building during brownouts and blackouts. Gas-powered generators have been reliable support options for the Village of Glencoe, and other area public libraries for decades.

During the 2017-18 HVAC Project, contractors discovered areas of the building that still use cloth-covered wiring which was the primary product when the building was built in the early 1940s. Cloth-covered wiring is not meant for longevity as over time, it will crack and expose the “hot wires” underneath. This creates serious risk of electrical fires.

HVAC work

Though the 2017-18 HVAC Project improved most of the spaces in the building, there are small pockets of the building that are not adequately serviced by the new HVAC system – the Director’s Office and the mezzanine bathroom being the most evident. There is a single gas-fired rooftop unit (RTU) that is beyond

its use of life. A multi-zone air handling unit (AHU) located in the lower level has had recent maintenance issues as well.

J. Faust did not include HVAC work as a priority as he felt that any RTU or AHU replacement is a cost that fits best within a larger building plan, and not as a one-off.

Finishes

Per the 2021 CNA, the building's finishes are outdated and worn, but do not pose any significant threat to occupant safety. That said, the existing carpeting continues to wear and become unglued in areas that now pose tripping hazards for occupants. In past years, the library has hired carpet companies to stretch and cut existing carpeting to refit in spaces.

The current interior paint color is dated, and does not serve to brighten building spaces. Over time, walls have carried damage that was not addressed immediately. Engberg Anderson recommends that these items be coordinated with a larger vision of the library's strategic service goals.

J. Faust agrees with Engberg Anderson's assessment, and has nothing more to add.

Woodwork

Engberg Anderson recommends replacing dated millwork throughout the building; specifically, public service desks and work counters. Like carpeting and painting, Engberg Anderson recommends these be coordinated with a larger vision for the library.

J. Faust did not include woodwork projects, as he felt these are Priority 4 projects, and would cost much more than the \$5,000 estimate provided by Engberg Anderson.

Site work

Engberg Anderson reported that both east and west ramps are in violation of safety codes and ADA requirements. Based on a visual inspection, the cross slope is greater than 2%, the maximum cross slope allowed by ADA requirements. The landing area at the bottom of the west ramp also appears to be greater than 2%.

J. Faust has scheduled and completed work to repair the pavers, but did not address the cross slopes. The complication is that the library's Sno-Melt system is installed underneath the pavers. The Sno-Melt system is a series of PVC piping that is connected to a boiler unit located in the lower level of the building. During winter months, the boiler unit heats and dispenses a glycol-based fluid through the PVC piping that heats the pavers and melts snow and ice. In order to drop the ramp grades, uninstalling and reinstalling the Sno-Melt system would need to be addressed.

Doors/windows

The exterior windows, sealants, and entry points need to be addressed. Many of the windows are single pane construction, and none are thermally broken. The frames are made of wood; all of which do not provide the necessary building envelope, which taxes the building's HVAC system.

Masonry

Although the library contracted a masonry company in 2019 to tuck-point trouble spots on all directional ends of the building, it is Engberg Anderson's recommendation that further repair be completed within the first 5-year sub-schedule. Engberg Anderson noted several areas that are in need of stone, brick, and mortar repair or replacement.

J. Faust agrees with the assessment, and would add that removing the south chimney is ideal. The south chimney is not in use, and purely aesthetic. Keeping the chimney would require it to be included in the Facilities team's maintenance schedule, which J. Faust considers an unnecessary expense for a design element.

Roof

Engberg Anderson recommends some remedial maintenance to the roof; especially resealing joints. The copper gutters and downspouts need attention; specifically, replacing worn elements and repositioning gutters that are overtaxed during heavy rainfall and melting ice. Engberg Anderson recommends increasing the size of gutters, adding a heat coil to gutters and downspouts, and diverting downspouts directly to storm sewers.

Though J. Faust did not initially include roof work to his priority capital projects list, he agrees that recommended scope of work is necessary, but can be addressed as a planned project during an upcoming fiscal year.

Metalwork

Some metal handrails along the back of the building are rusting out at the base. Using a sealant should improve the longevity, but a full replacement is the best option.

J. Faust has also noted that some handrails are not ADA compliant.

Additional priority projects – J. Faust

J. Faust identified three projects not included in Engberg Anderson's 2022-2026 sub-schedule:

- Remove, replace original drain tile; rework sewer ejector pit and remove aged equipment

J. Faust recognizes that if the Library Board were to approve a building renovation plan, a critical area to improve would be the lower level. To do so, J. Faust highly recommends addressing the building's drain tile system. The system is original to the building and is constructed from clay. Every year, the Facilities team contracts a plumbing service to rod out the drain tile and maintenance the sewer ejector pit.

- Replace outside wood trim; Re-caulk and repaint building exterior

Engberg Anderson also included building exterior work in their assessment, but J. Faust feels that it requires attention within the first 5-year sub-schedule. The exterior wood trim is aged and degraded past simple repair. J. Faust would recommend replacing the existing wood trim with hardy or concrete boards for greater durability.

- Install building fire suppression system

Per the 2021 CNA, current building code requires an automatic fire suppression system to be installed throughout a public building. Technically, the library is not in violation of this code because the existing conditions were permitted at the time of construction. But more than 80 years have passed since the library building was constructed, and any building renovation plan must include a system installation.

Next Steps

It is recommended that the Library Board consider the following questions:

- What is the appropriate response to the list of priority capital projects presented by Facilities Supervisor Joe Faust?
- How does the funding for these projects fit into fiscal year budgeting? Are they more appropriately expensed to a construction fund?
- Do the overall necessities of these projects require the Library Board and Director to consider a building renovation plan in the near future?