

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Building & Grounds Committee; Andy Kim, Executive Director
Date: April 12, 2019
Re: Fiscal Year 2020 Facilities Assessment Report Projects

As a portion of the 2019-2021 Strategic Plan, several facility projects will be investigated in FY20. Attached is an update of the 2015 Facilities Assessment Report (FAR) presented by the Frederick Quinn Corporation.

Also included is a tentative facility project schedule and funding allocation.

Facilities Assessment Report

The majority of items listed on the FAR were accomplished through the recent HVAC project. Thanks and appreciation should be expressed to those Trustees that led the project and staff that responded admirably to the challenges presented by it.

Several high priority items remain. Landscape drainage and addressing basement seepage are obvious concerns. Facilities Supervisor Steve Martin has worked to temporarily abate any issues, but water still enters the building in Technical Services and the staff bathroom. The recent conversation revolves around the height of the soil level around the building being too high. Per discussions with contacted contractors, soil level ideally is to be below the building's banding and ours is not. This option requires a high level of investigation as lowering the soil level would change the physical appearance of the building and would affect not only landscaping but could impact current building systems.

Based on preliminary estimates received in 2018, we have found that FQC's estimate for Attic insulation is well below actual costs.

Steve and I do not agree that securing the basement door is a high priority. The current security measure in place is sufficient and only requires an adjustment in procedure. That said, we will investigate replacement at a more opportune time.

FY20 Projects

We have opted to investigate the following projects in FY20:

- Whole building tuckpointing
- Attic insulation
- Carpet replacement – main level
- Install glass fireplace screen

- Window well covers installation
- Add convenience electrical outlets
- Gutter replacement
- Johnson Room wood restoration
- Paint – main level

Because of the pending public bathrooms renovation project, any project that will go into action will revolve around that project's schedule. The goal is to balance minimizing inconvenience to patrons and staff while optimizing opportunities presented to initiate and complete projects.

Gutter replacement, Johnson Room wood restoration and painting the main level are not included in the FAR, but are necessary projects to take on in FY20.

It is unlikely that all the listed projects will be completed in FY20, but Steve and I are confident that significant progress will be made.

At this time, only estimates for Whole building tuckpointing individually exceeds what is available in the operating budget. Steve and I will take time to discuss if there are any additional options.

Sincerely,
Teresa Grosch and Bruce Ronner, Building & Grounds Committee
Andy Kim

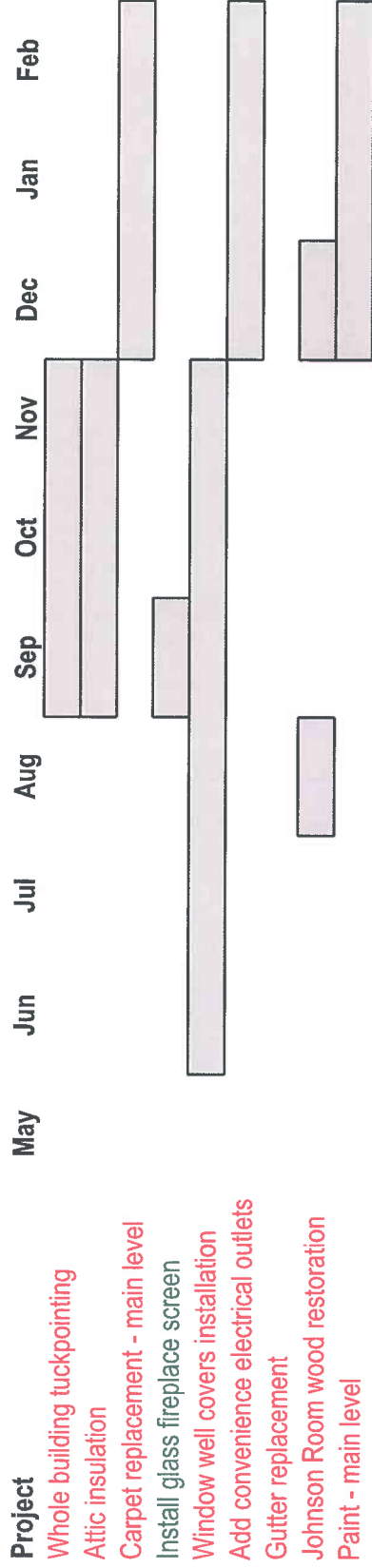
Glencoe Public Library
 Facility Assessment Report - 2015
 FY20 Update

Corrective Action	2016		2016-2020		2016-2025	
	High Priority (1 Yr) Low \$	High Priority (1 Yr) High \$	Medium Priority (1-5 Yrs) Low \$	Medium Priority (1-5 Yrs) High \$	Low Priority (10+ Yrs) Low \$	Low Priority (10+ Yrs) High \$
Landscape drainage	\$ 1,000.00	\$ 3,000.00				
Address basement seepage	\$ 20,000.00	\$ 30,000.00				
Whole building tuckpointing					\$ 20,000.00	\$ 25,000.00
Window replacement			\$ 50,000.00	\$ 75,000.00		
Attic insulation	\$ 7,000.00	\$ 8,000.00				
Basement door security	\$ 5,000.00					
Carpet replacement - lower level					\$ 25,000.00	\$ 30,000.00
Carpet replacement - main level					\$ 25,000.00	\$ 30,000.00
Carpet replacement - mezzanine					\$ 4,000.00	\$ 5,000.00
Carpet replacement - Children's					\$ 14,000.00	\$ 16,000.00
Install glass fireplace screen			\$ 1,500.00	\$ 2,000.00		
Galvanized piping replacement (domestic)					\$ 15,000.00	\$ 20,000.00
Drain tile repair					\$ 30,000.00	\$ 35,000.00
Window well covers installation			\$ 10,000.00	\$ 15,000.00		
Main switchboard - thermal scan cleaning			\$ 5,000.00	\$ 7,000.00		
Replace 2x4 lower level fixtures with LED			\$ 5,000.00	\$ 7,000.00		
Upgrade exterior lights and new LED lamps			\$ 15,000.00	\$ 2,000.00		
Add convenience electrical outlets			\$ 20,000.00	\$ 30,000.00		
	\$ 33,000.00	\$ 41,000.00	\$ 106,500.00	\$ 138,000.00	\$ 133,000.00	\$ 161,000.00
Gutter replacement						
Paint - main level						
Johnson Room wood restoration	\$ 7,000.00	\$ 11,100.00				

FY20 Facility Project Investigation and Action Schedule

Investigation

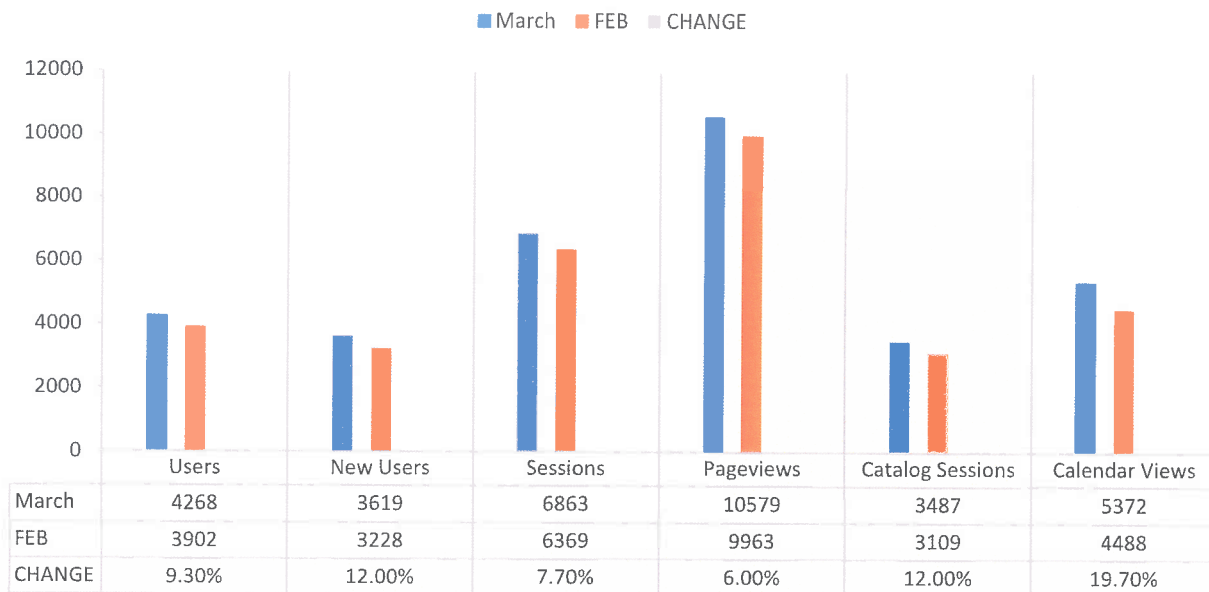
Action



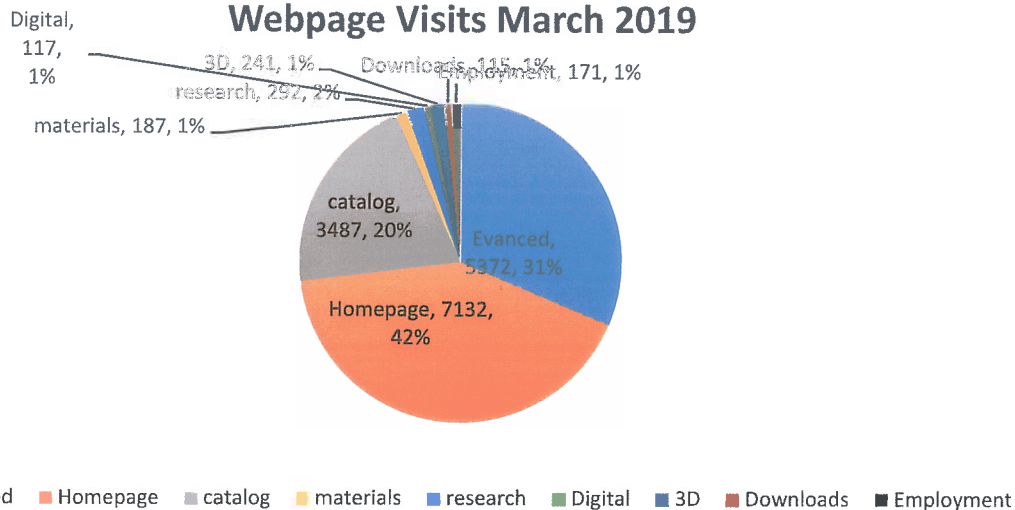
FY20 Facility Projects Funding

	Proposals Received?	Low Bid	Middle Bid	High Bid	Account Name	Account Number	Account Balance
Whole building tuckpointing	Y	\$ 15,900.00	\$ 36,310.00	\$ 40,480.00	Reserves	C-BB-152	N/A
Attic insulation							
Carpet replacement - main level					Cap Repl	G-05-870	\$ 30,000.00
Install glass fireplace screen					Building	G-06-681	\$ 18,000.00
Window well covers installation							
Add convenience electrical outlets					Electrical	G-06-683	\$ 7,100.00
Gutter replacement							
Johnson Room wood restoration	Y				Building	G-06-681	\$ 18,000.00
Paint - main level					Building	G-06-681	\$ 18,000.00

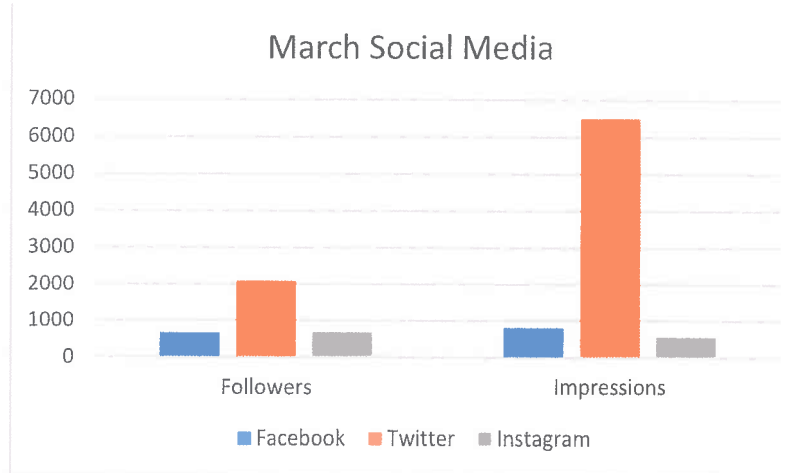
WEBSITES TRAFFIC MARCH 2019



Webpage Visits March 2019



Overview: March across the board had a strong bounce back after a slow February. We particularly had a great month of traffic on our calendar pages rising up nearly 20%.



Overview: March produced more activity which helped direct traffic to both the website and calendar.

Mobile App (Boopsie) March 2019

60 Downloads

213 unique users (dominantly iPhone users. 2nd is iPad)

14,389page clicks

Top Visited Pages:

- catalog
- my account

Email Newsletter March 2019

3216 contacts

March 2019 issues (4)

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Athens Moreno
Date: March 2019
Re: Technology Committee monthly report

3D Requests – 73

3D printing jumped up massively this month, compared to the (18) prints for February. As word continues to trickle to our patrons, more youth and adults are using our services.

In working with our technology volunteer, our project of helping worldwide initiatives to support people in need of prosthetics is in full swing. Our 3D printed hand prototype is near completion! We hope this will springboard us in joining the movements of organizations helping those in need.



March 3-5 attended and spoke at the ER&L Conference (Electronic Resources & Libraries) regarding best practices for vendor/budget negotiations. Attendance for the presentation reached over 150 people. I thank the Friends of the Library for sponsoring the accommodations as well as the library for the supported opportunity.

Justin will be joining me in presenting at this year's Digital Public Libraries of America fest in Chicago come April 17th. The 3-day conference will be held at the Harold Washington library, and we will be presenting about virtual reality in libraries.

-On the last Saturday's of the summer months (June-Sept) we're aiming to offer a *Tech Discovery* program. This two-hour drop in event will feature a petting zoo/demo table atmosphere where people of any age can stop in to view and play with emerging technologies

-We will begin surveying the community soon, in regards to what new channel will be added to our circulating rokus. As of now the most common asked channels to be added are Hulu and HBO.