

Board of Trustees Special Meeting Agenda
June 23, 2020 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our June 23, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. June 23, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Or iPhone one-tap :

US: +13126266799,,83058076129#,,1#,963189# or +19292056099,,83058076129#,,1#,963189#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 830 5807 6129

Password: 963189

International numbers available: <https://us02web.zoom.us/j/kXchanUb4>

All agenda items may be acted upon by the Board of Trustees

A. Roll Call
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,
Crystal Megaridis, Victoria Suriano

B. Mission Statement: We enrich people's lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

C. Public Comment

D. Review of Phased Projects for the Renovation Page 3 Discussion

E. Next Steps of the Renovation Page 6 Action

F. Expend up to \$4,500 for Pergolas for the Reading Garden Action

G. Adjournment

Special Board Meeting

June 23, 2020

Product Architecture divided the renovation into 6 projects. These are numbered in no particular order except for Project 1 which includes

- installing a drive-up window
- selecting, ordering, and installing new furniture on the first floor
- moving shelving to its final location
- ordering and installing new shelving for the new materials collection
- installing electrical floor boxes to support electrified furniture.

In the packet is a budget breakdown of each project, a floor plan that shows furniture layout for project 1, and another floor plan that highlights the other 5 projects and their costs.

Ordering all the furniture may not make sense right now as social distancing requires having less furniture in the building, but the library could select the furniture and order part of it to replace the furniture the library is using during social distancing and order the rest of the furniture when it seems prudent.

I recommend the trustees consider combining project 1 and project 3 which includes

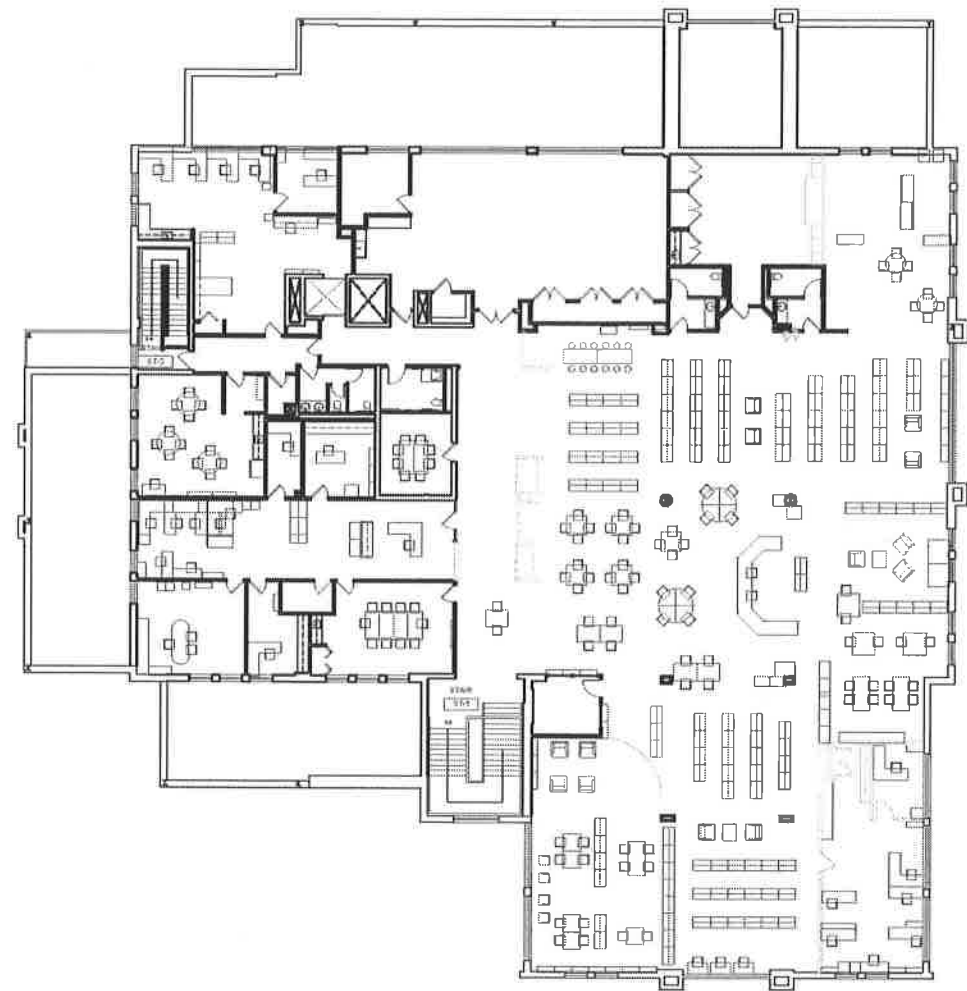
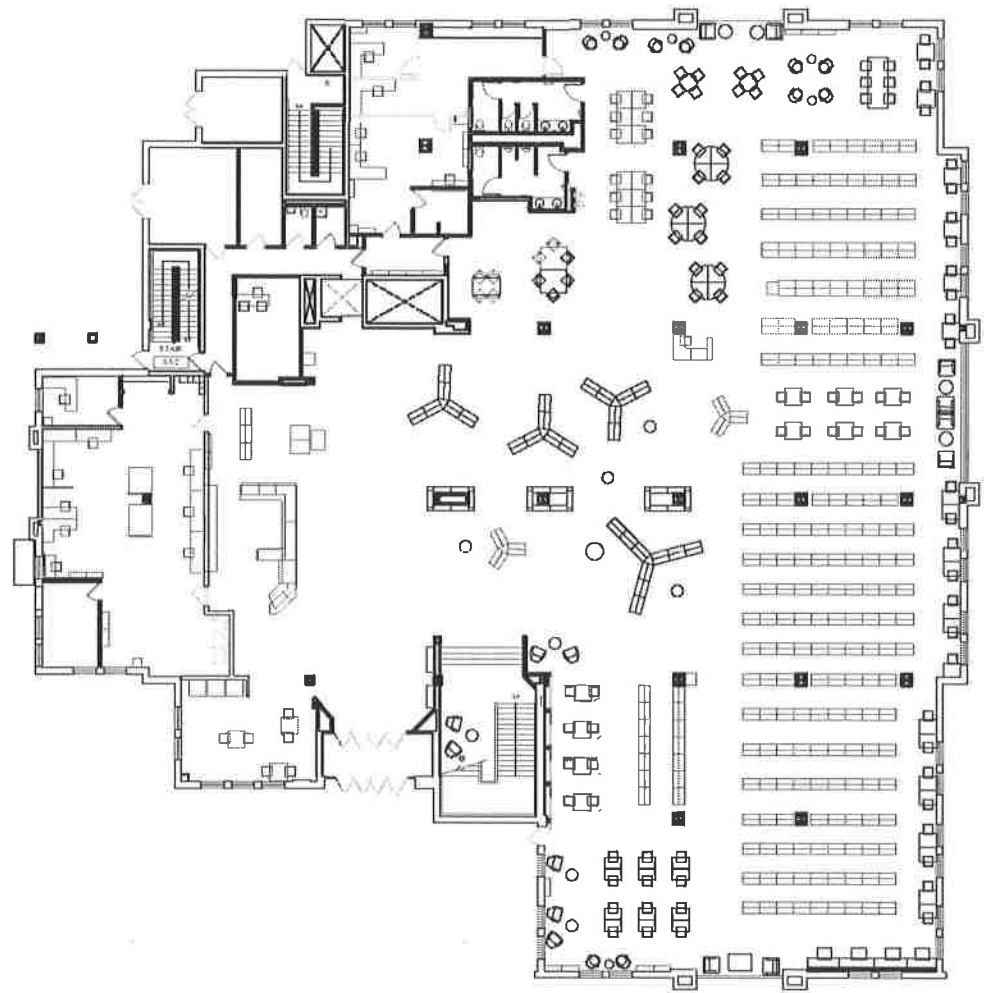
- Moving the Circulation desk
- Expanding the Circulation workroom
- Moving the café
- Flooring on first floor
- Paint on first floor
- Redoing the stairs

The reason for this recommendation is that it allows the library to move to the new service model, it moves the bottom of the stairway to the new location which provides opportunity for information displays at the entrance and better orientation for the stairway, and it freshens up the first floor to support the installation of new furniture there.

In the packet is also a copy of the financial forecast to aid in discussion of finances relative to the renovation project.

Marian has asked that the trustees consider replacing the current pergola because of its appearance and put in one larger pergola or two pergolas to include the new patio space.

Indian Prairie Public Library : Preliminary cost estimate				product architecture + design								
				Base Project	Pickup window	Project 1: Adult furniture, electrical work	Project 2: Maker Space, Tech services	Project 3: Circulation, desk, flooring on first floor, paint on first floor, Stair flooring	Project 4: 1st floor study rooms	Project 5: youth, 2nd floor carpet and paint, 2nd floor study rooms	Project 6: Story room enlarged	
LOBBY/WORKROOM	new circulation desk			0								modify existing
	Flooring											
	remove tile and replace with carpet	1270		16510				16510				
	remove tile in new workroom area and replace with VCT	1500		12000				12000				
	replace carpet in technology services, corridor	575		0				0				
	Stair (change last run, replace all tread and landing material)			30000				30000				
	change last run			5000				5000				
	Drive-up window			15000	15000							
	Public Services Workroom/holds/ passport											
	new configuration, new office, new holds nook, passport nook, demo, electrical, ceiling w			60000				60000				
ADULT AREA CONSTRUCTION												
	Paint entire floor (including lobby, ceiling, office areas)			28000				28000				
	New restroom wall-partial height, include water line to vending			0								library to complete outside of project
	Demo existing study rooms, patch			0								library to complete outside of project
	4 new study rooms			80000					80000			
	General electrical (24 new floor boxes, 15 new wall outlets)			40500		35500		5000				
MAKER SPACE/ TS office												
	new floor, millwork, sink, elec			180000			180000					
	new ceiling and lighting			20000			20000					
	TS demolish office and create new, move wall, add door, MEP changes as result, electrical			0								library to complete outside of project
2ND FLOOR FLOORING												
	Admin area, Technical Services, corridor, staff lounge	3940		31520						31520		
	public corridor area	1060		8480						8480		
2ND FLOOR CONSTRUCTION												
	Paint public spaces			18000						18000		
	Paint offices											library to complete outside of project
	2 Study rooms/ demolish existing entry/displays			50000						50000		
	Wellness Room/administration modifications			0								library to complete outside of project
	Demolish youth office and patch, revise lighting circuitry			10000						10000		check electrical and data
	Extend Story room (leave carpet in place, patch, new doors, demolish wall)			35000							35000	
	General electrical (5 new floor boxes, 5 new wall outlets)			5000						5000		
				Construction Total	645010	15000	35500	200000	156510	80000	123000	35000
	General Conditions/ OH&P	0.15		96751.5	2250	5325	30000	23476.5	12000	18450	5250	
	construction Contingency	0.08		51600.8	1200	2840	16000	12520.8	6400	9840	2800	
	design contingency	0.08		51600.8	1200	2840	16000	12520.8	6400	9840	2800	
				Sub-Total Construction - C	844963.1	19650	46505	262000	205028.1	104800	161130	45850
	move collection			30000		15000	0	0	0	15000	0	
	New furnishings			316624	0	222768	12992	10304	0	59360	11200	
				Sub Total Designed and S	1191587.1	19650	284273	274992	215332.1	104800	235490	57050
	A/E Fees			95326.968	1572	22741.84	21999.36	17226.568	8384	18839.2	4564	
				Estimated Total	1286914.068	21222	307014.84	296991.36	232558.668	113184	254329.2	61614



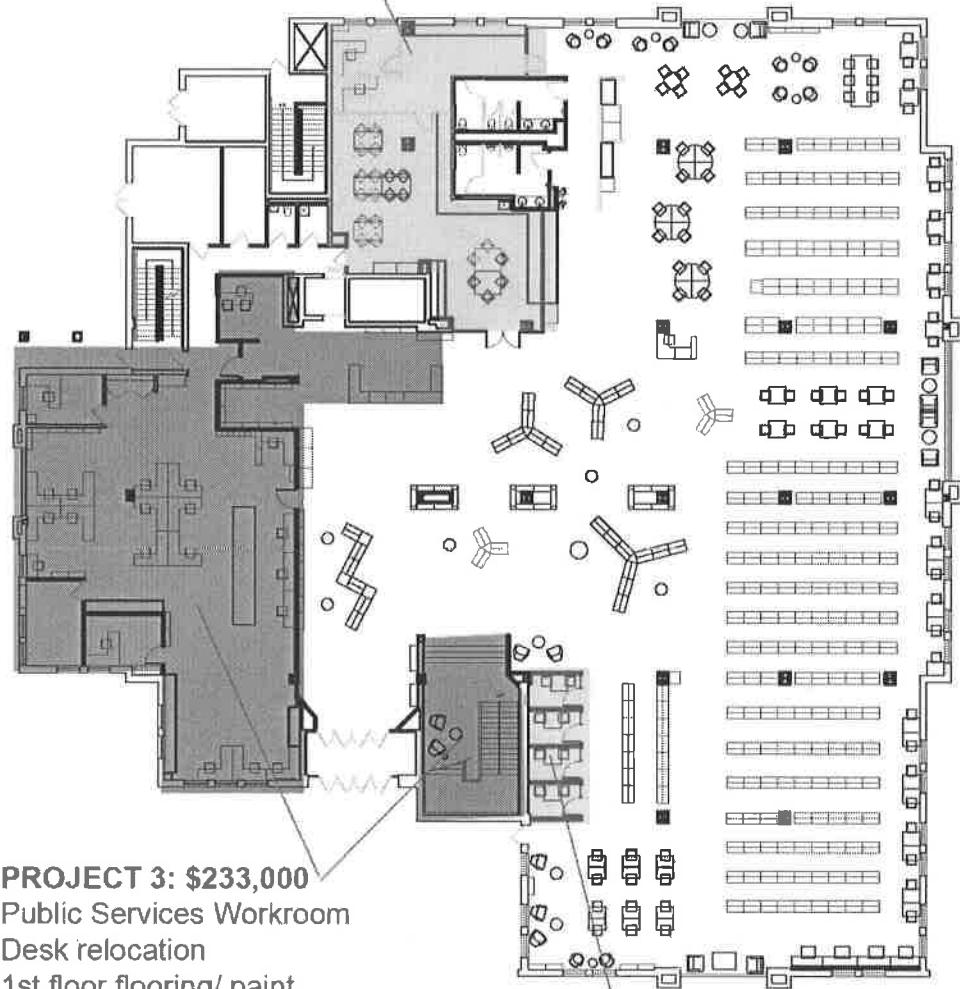
FLOOR PLANS
 INDIAN PRAIRIE PUBLIC LIBRARY

PROJECT 1: \$328,000

- Drive up window
- Move adult collection to final location
- All new adult furniture
- New books shelving
- New floor boxes to serve new furniture
- *no work 2nd floor, no other construction 1st floor

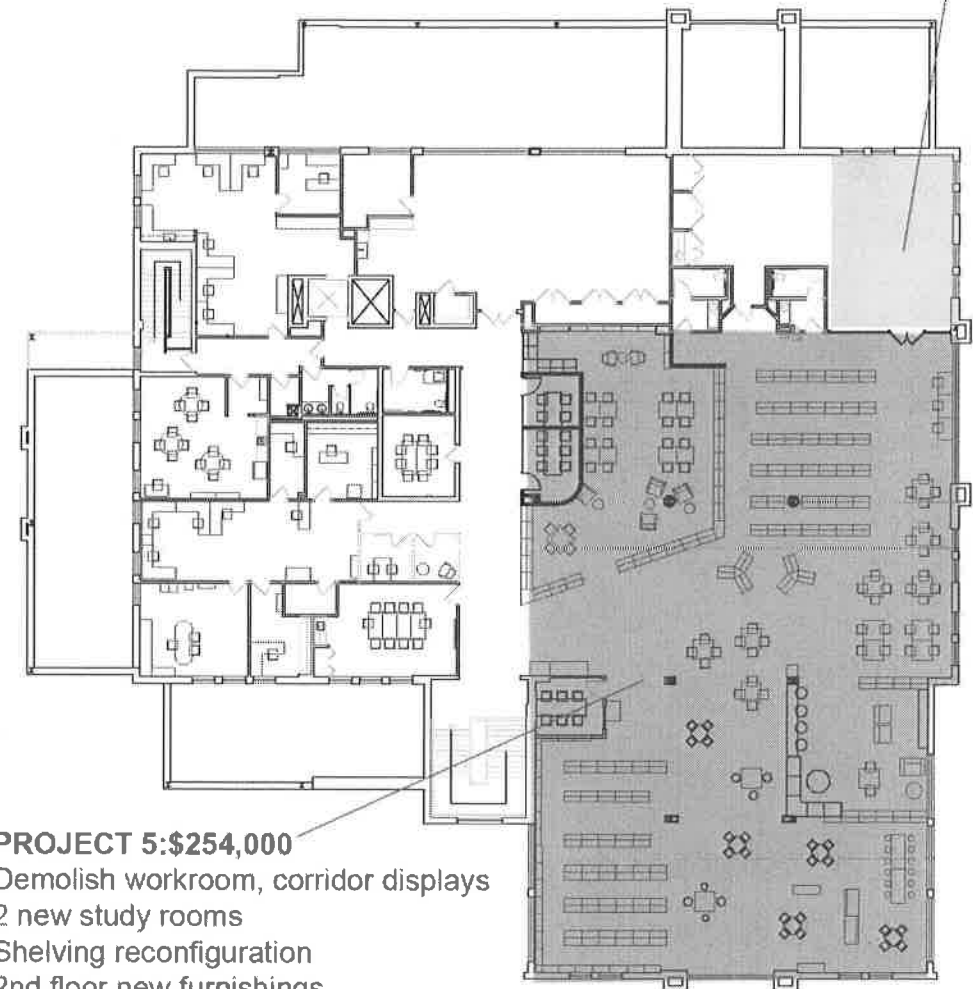
PROJECT 2: \$297,000
Maker space/workroom

PROJECT 6: \$62,000
Story Room enlargement



PROJECT 3: \$233,000
Public Services Workroom
Desk relocation
1st floor flooring/ paint
Stair covering and reconfiguration

PROJECT 4: \$113,000
1st floor study rooms



PROJECT 5: \$254,000
Demolish workroom, corridor displays
2 new study rooms
Shelving reconfiguration
2nd floor new furnishings
New flooring and paint

FLOOR PLANS

INDIAN PRAIRIE PUBLIC LIBRARY

Indian Prairie Public Library : Preliminary cost estimate

product architecture + design

	Base Project	Project 1A: Book drop window	Project 1B: Adult furniture, electrical work, Circulation, desk, flooring on first floor, paint on first floor, Stair flooring	Project 2: 1st floor study rooms	Project 3: 2nd floor study rooms	Project 4: youth, 2nd floor carpet and paint	Project 5: Story room enlarged	Project 6: Maker Space, Tech services	
LOBBY/WORKROOM									
new circulation desk									modify existing
Flooring									
remove tile and replace with carpet	1,270	\$	16,510	\$					
remove tile in new workroom area and replace with VCT	1,500	\$	12,000	\$					
replace carpet in technology services, corridor	575		\$0						
Stair (change last run, replace all tread and landing material)			\$30,000.00						
change last run			\$5,000.00						
Drive-up window			\$15,000.00						
Public Services Workroom/holds/ passport new configuration, new office, new holds nook, passport nook, demo, electrical, ceiling work			\$15,000.00						
			\$60,000						
ADULT AREA CONSTRUCTION									
Paint entire floor (including lobby, ceiling, office areas)			\$28,000						
New restroom wall-partial height, include water line to vending									library to complete outside of project
Demo existing study rooms, patch									library to complete outside of project
4 new study rooms			\$80,000		\$80,000				
General electrical (24 new floor boxes, 15 new wall outlets)			\$40,500		\$40,500				
MAKER SPACE/ TS office									
new floor, millwork, sink, elec			\$180,000					\$180,000	
new ceiling and lighting			\$20,000					\$20,000	
TS demolish office and create new, move wall, add door, MEP changes as result, electrical modifications, etc									library to complete outside of project
2ND FLOOR FLOORING									
Admin area, Technical Services, corridor, staff lounge	3,940		\$31,520			\$31,520			
public corridor area	1,060		\$8,480			\$8,480			
2ND FLOOR CONSTRUCTION									
Paint public spaces			\$18,000			\$18,000			
Paint offices									library to complete outside of project
2 Study rooms/ demolish existing entry/displays			\$50,000		\$50,000				
Wellness Room/administration modifications									library to complete outside of project
Demolish youth office and patch, revise lighting circuitry			\$10,000			\$10,000			check electrical and data
Extend Story room (leave carpet in place, patch, new doors, demolish wall)			\$35,000				\$35,000		
General electrical (5 new floor boxes, 5 new wall outlets)			\$5,000				\$5,000		
Construction Total		\$645,010	\$15,000	\$192,010	\$80,000	\$50,000	\$73,000	\$35,000	\$200,000
General Conditions/ OH&P	15%	\$96,752	\$2,250	\$28,802	\$12,000	\$7,500	\$10,950	\$5,250	\$30,000
construction Contingency	8%	\$51,601	\$1,200	\$15,361	\$6,400	\$4,000	\$5,840	\$2,800	\$16,000
design contingency	8%	\$51,601	\$1,200	\$15,361	\$6,400	\$4,000	\$5,840	\$2,800	\$16,000
Sub-Total Construction - Cost of the Work		\$844,963	\$19,650	\$251,533	\$104,800	\$65,500	\$95,630	\$45,850	\$262,000
move collection		\$30,000		\$15,000		\$5,000	\$15,000		
New furnishings		\$316,624		\$233,072		\$10,528	\$48,832	\$11,200	\$12,992
Sub Total Designed and Specified by Architect		\$1,191,587	\$19,650	\$499,605	\$104,800	\$81,028	\$159,462	\$57,050	\$274,992
A/E Fees		\$95,327	\$1,572	\$39,968	\$8,384	\$6,482	\$12,757	\$4,564	\$21,999
Estimated Total		\$1,286,914	\$21,222	\$539,574	\$113,184	\$87,510	\$172,219	\$61,614	\$296,991

Distributed
c mtg.

LOBBY FURNITURE	TOTAL	Project 1	Project 2: maker	Project 3: circulation	2nd floor Study rooms	Project 5: 2nd floor	
Shelving							
Pinwheel (3)	2	\$4,500.00	\$9,000.00	\$9,000.00			
Pinwheel (6)	2	\$6,000.00	\$12,000.00	\$12,000.00			
Pinwheel (9)	1	\$8,800.00	\$8,800.00	\$8,800.00			
zig zag lobby shelving of 6 DF+ 3 corner displays	1	\$8,200.00	\$8,200.00	\$8,200.00			
Single faced display shelving	7	\$600.00	\$0.00				
Holds	10	\$0.00	\$0.00				
Column sf shelving allowance	1	\$8,000.00	\$8,000.00		\$8,000.00		use existing 66" high DF shelving to make sf around columns, provide 12 new end panels (or fillers) use existing reference or circulation desk to create, allow for repair or 1 new end piece, use existing staff chair
Passport desk	1	\$600.00	\$600.00				
Passport desk guest chairs	2	\$300.00	\$600.00		\$600.00		\$600.00
Lounge chairs on stair landing	2	\$1,600.00	\$3,200.00	\$3,200.00			
Accent table on stair landing	2	\$500.00	\$1,000.00	\$1,000.00			
Floor lamp on stair landing	1	\$750.00	\$750.00	\$750.00			
Self check stations	3	\$0.00	\$0.00				
Benches	2	\$1,400.00	\$2,800.00	\$2,800.00			
poufs	8	\$500.00	\$4,000.00	\$4,000.00			
Staff chairs at Public Service, reference, and passport	6	\$400.00	\$0.00				use existing
Maker Furniture							
4 person tables	1	\$1,500.00	\$1,500.00	\$1,500.00			reuse (1) tall table and (2) lower tables, need 1 more taller table because we reused the 3rd table that is up there now in the middle school space. Adding 1 taller table might match better
chairs	6	\$350.00	\$2,100.00	\$2,100.00			reuse chairs from Would Shop, need 6 more
Adult Furniture							
Service desk (mobile, reference)	1						purchase outside of project
staff chair	1						use existing
2 person tables w/power	12	\$1,200.00	\$14,400.00	\$14,400.00			
4 person tables w/ power	2	\$1,400.00	\$2,800.00	\$2,800.00			
Hightop table for 6	1	\$3,000.00	\$3,000.00	\$3,000.00			
stools	6	\$700.00	\$4,200.00	\$4,200.00			
2 person Study Carrel	13	\$2,000.00	\$26,000.00	\$26,000.00			
table chairs	58	\$375.00	\$21,750.00	\$21,750.00			
lounge chairs	21	\$1,600.00	\$33,600.00	\$33,600.00			
accent tables	11	\$700.00	\$7,700.00	\$7,700.00			
booth (per person)	6	\$1,000.00	\$6,000.00	\$6,000.00			
tables at booth	4	\$700.00	\$2,800.00	\$2,800.00			
computer table (per person)	12	\$1,000.00	\$12,000.00	\$12,000.00			
computer chair	12	\$350.00	\$0.00				use existing
service desk for computers	1	\$4,000.00	\$0.00				use existing
staff chair	1	\$400.00	\$0.00				use existing
computer area millwork	2	\$4,000.00	\$8,000.00	\$8,000.00			
vending cabinet for coffee	1						provided by vendor
ippac stations	4	\$1,200.00	\$0.00				use existing
single faced shelving in various locations	7						
end panels for sf	7	\$500.00	\$3,500.00	\$3,500.00			
Community bulletin boards	2						use existing
1st floor staff furniture							
workstations for Resource/PS							
L shaped workstations	14	\$2,800.00	\$0.00				use existing
straight desks	4	\$1,600.00	\$0.00				use existing
Private offices (2)	0	\$0.00	\$0.00				reuse existing
millwork/counter for Resource/PS	3	\$0.00	\$0.00				
lockers	2	\$800.00	\$0.00				use existing
files cabinets other than at workstations	0						use existing
single faced shelving	0						use existing
donation table	0						use existing
task chairs	0		\$0.00				use existing
Workstations for TS	3	\$4,000.00	\$0.00				use existing
Millwork for TS	2	\$3,500.00	\$0.00				
1st Floor Study Room furniture							
2 person tables	4	\$1,000.00	\$4,000.00	\$4,000.00			
chairs	8	\$300.00	\$2,400.00	\$2,400.00			
whiteboards	4	\$500.00	\$0.00				library will purchase
2st Floor Study Room furniture							
4 person tables	1	\$1,000.00	\$1,000.00		\$1,000.00		
6 person table	2	\$1,800.00	\$3,600.00		\$3,600.00		
welness room allowance	1	\$2,400.00	\$0.00		\$0.00		library will purchase
chairs	16	\$300.00	\$4,800.00		\$4,800.00		
whiteboards	2	\$500.00	\$0.00		\$0.00		library will purchase
Teen Furniture							
keep existing tables/chairs			\$0.00			\$0.00	
gaming sofa for 5	1	\$5,000.00	\$5,000.00			\$5,000.00	
gaming console	1	\$2,500.00	\$2,500.00			\$2,500.00	
shelving corner fillers/end panels	2	\$800.00	\$1,600.00			\$1,600.00	
Youth Furniture							
service desk, staff chair	1	\$0.00	\$0.00				purchase outside of project
pinwheels for AV	0						use frames and end panels from 66" nonfiction on 1st floor, use shelves from youth AV,
picturebook shelving	0						reuse all DF and SF shelving, no new
early reader shelving	0						reuse current shelving and modify DF to SF, no
DF shelving	0						canopy
programming room allowance	1	\$10,000.00	\$10,000.00				use existing
Little Shop/Little town							
small 4 person tables and chairs	5	\$1,800.00	\$9,000.00			\$9,000.00	
ottomans	10	\$400.00	\$4,000.00			\$4,000.00	
sectional for 3	3	\$1,000.00	\$0.00			\$0.00	
accent table	1	\$500.00	\$0.00			\$0.00	
Middle school sectional for 5	5	\$1,500.00	\$7,500.00			\$7,500.00	
table for sectional	1	\$700.00	\$700.00			\$700.00	
Middle school counter for 4 for computers	1	\$3,000.00	\$3,000.00			\$3,000.00	
stools	4	\$700.00	\$2,800.00			\$2,800.00	
Middle School gaming cabinet	1	\$2,500.00	\$2,500.00			\$2,500.00	
2nd floor staff furniture							
Outreach/programming desks	6	\$2,500.00	\$0.00				use existing
O/P millwork	2	\$4,000.00	\$0.00				
Signage							
Signage		\$10,000.00	\$5,000.00			\$5,000.00	TBD
TOTAL WITH INSTALL		\$316,624.00	\$222,768.00	\$12,992.00	\$10,304.00	\$10,528.00	\$48,832.00

Distributed @ mtg.

PROJECT 6: \$297,000
Maker space/workroom

PROJECT 5: \$62,000
Story Room enlargement

PROJECT 3: \$87,000
demolish corridor displays
2 new study rooms

PROJECT 1A: \$22,000
Book drop window

PROJECT 1B: \$540,000
All new adult furniture
Electrical work
Public Services Workroom
Desk relocation
1st floor flooring/ paint
Stair covering and reconfiguration

PROJECT 2: \$113,000
1st floor study rooms

PROJECT 4: \$172,000
Demolish workroom
Shelving reconfiguration
2nd floor new furnishings
New flooring and paint

FLOOR PLANS

INDIAN PRAIRIE PUBLIC LIBRARY