

Village of Carol Stream

JOINT SPECIAL WORKSHOP MEETING
MAYOR AND VILLAGE BOARD OF TRUSTEES
LIBRARY BOARD OF TRUSTEES

TUESDAY, JANUARY 16, 2018

6:00 P.M.

CAROL STREAM FIRE PROTECTION DISTRICT
FIRE STATION 28
365 KUHN ROAD
CAROL STREAM, ILLINOIS 60188
TRAINING ROOM

AGENDA

1. CALL TO ORDER
2. ATTENDANCE
3. LIBRARY RENOVATION PROJECT
4. OTHER BUSINESS
5. ADJOURNMENT

Carol Stream Public Library

Renovation Project

Presented by

Ed Jourdan, President, Carol Stream Library Board of Trustees

Susan Westgate, Director, Carol Stream Public Library

John Piemonte, Municipal Advisor, Ehlers, Inc.





1. Introduction by Ed Jourdan, Library Board President

2. Renovation Project by Susan Westgate, Director

a. Overview of the 2015-2017 strategic plan

i. Goals of the strategic planning process

1. In 2014 the Library Board began the process to create a Strategic Plan in order to provide the community with the best possible library services and to responsibly meet their ever-changing needs and interests.

ii. Overview

1. During that summer, the Library conducted an online survey and held ten focus groups to gather feedback from the community and staff regarding library services.
2. A two-day collaborative retreat, comprised of patrons, community leaders, staff and the Library Board President, was held in September that year.


iii. Outcomes

1. Mission and vision statements

- Vision: To be a valued community partner that welcomes people to Create, Search, Play, and Learn.
- Mission: Carol Stream Public Library provides the community with exceptional services, enrichment opportunities, and diverse resources in a welcoming environment.

2. The plan provides a guide for developing and delivering exceptional services to the community and is comprised of four goals.

- Goal 3: Create a welcoming library environment to attract and engage the community. Goal 3 contains two objectives.
 - i. Objective 1: Improve space allocation to create quiet zones and a more welcoming environment as evidenced by patron satisfaction survey
 - ii. Over the past several years the Library has made small improvements to the facility towards that goal.
 1. Improved security, parking lot renovation, designated Quiet Zone area, rearranged Youth Services, and more.
 - iii. Objective 2: "Contract with a firm to conduct a space-usage analysis with recommendations to improve library space allocation."
 1. This building was completed in 1977, with renovations in 1995 (garage was converted to public space, electrical/telecommunications updates, minor cosmetic changes) and 2010 (lobby, meeting rooms, adult computer lab, study rooms, new Youth and Adult service desks).
 2. There has been no complete renovation to the main public space since the building's completion in 1977.



b. Space usage analysis overview and results

i. Project timeline

1. In October 2016, representatives from CSPL met with architects at the Illinois Library Association Conference.
2. In February 2017, the Board Facilities Committee gave approval to start the master plan project.
3. In April 2017, Product Architecture & Design was hired.
4. In June 2017, PA&D met with the Library Board, management team and staff.
5. In June and July 2017, a public survey was conducted to gather feedback and opinions on future changes.
6. In December 2017, the Library Board of Trustees approved a final master space plan. The plan addresses the current and foreseeable needs and wants of the community. The way in which public libraries serve their communities has been evolving.
7. (See final pages for floor plans) The plan incorporates the following features:
 - Patio (the #1 most requested change per community survey)
 - i. Improved north lot outdoor space (will be accomplished with other funding)
 - Vending Café (#2 most requested)
 - Expanded early literacy area (#3 most requested)
 - More (and larger) study rooms
 - More casual space to gather
 - Furniture with power access
 - Larger meeting rooms

- Quiet Room
- ADA compliant public restrooms
- Additional public family restroom
- Marketplace of popular/new materials

3. Project Funding


- a. The Library has been able to maintain the same levy amount for nearly 8 years.

History of the past ten years WORKING AND APPROPRIATION

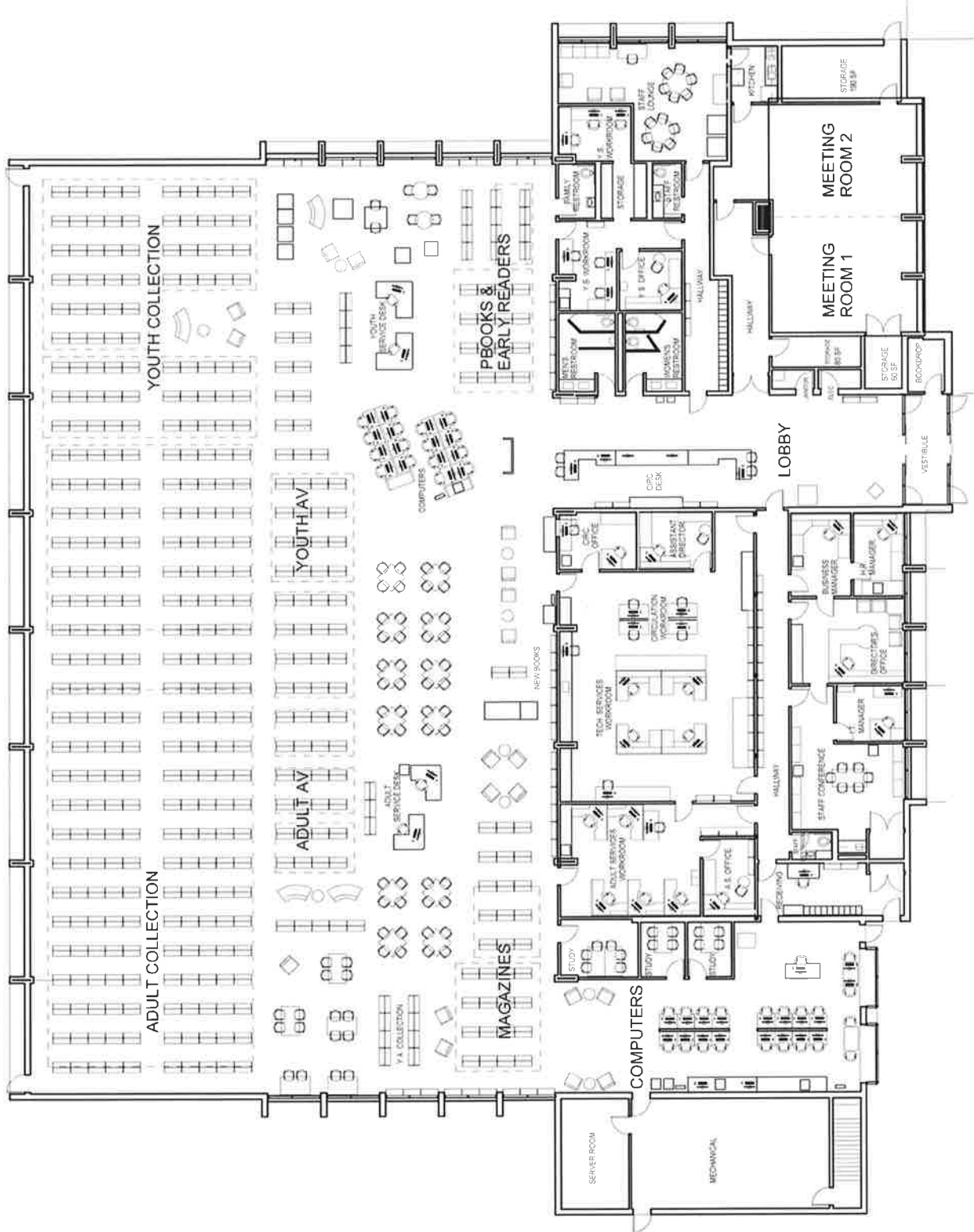
BUDGETS/REQUEST FOR TAX LEVY:

FY2009	\$3,368,409	
FY2010	\$3,456,155	+\$87,746
FY2011	\$3,431,500	-\$24,655
FY2012	\$3,431,500	no increase/decrease
FY2013	\$3,431,500	no increase/decrease
FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease

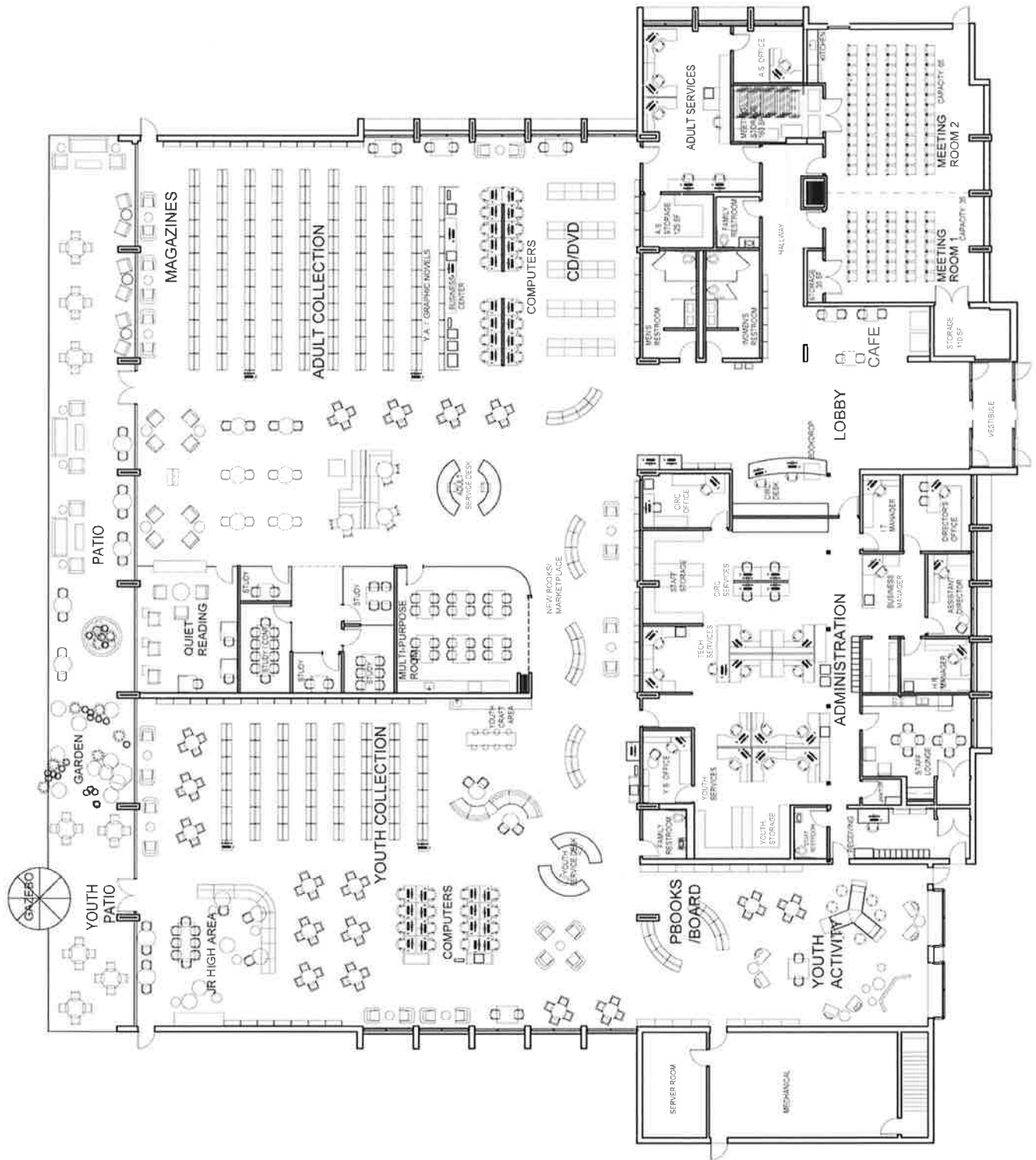
- b. Over the last several years the General Fund expenses have consistently come in under budget, enabling the Library to make transfers into the Capital Fund. The Library has realized savings over the past several years in response to staff restructuring, ongoing assessment of expenses, and competitive vendor and contract negotiations. As a result, the Library has \$3,425,000 of capital funds available to put towards the renovation project.

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- c. The Library completed a Capital Replacement Study in March 2016 that outlined the Library's future capital expenditure needs. The anticipated capital costs scheduled to be done over the next ten years will be addressed by the proposed renovation and comprise 33.2% of the overall project cost.
 - d. Known/identified capital repairs and replacements
 - i. Ceiling
 - ii. Lighting
 - iii. Carpeting
 - iv. HVAC upgrades
 - v. Masonry work
 - vi. Sprinkling system
 - vii. Window replacement (Total of i-vii - \$862,200, 16%)
 - viii. New public furniture and shelving (\$778,700, 14.4%)
 - ix. Office/workroom furniture (\$150,000, 2.8%)
 - e. The estimated cost for the entire project is \$5,425,000 (including contingencies). The Library's reserves will cover 63% of the project cost, leaving a \$2,000,000 shortfall.
 - f. In August 2017 the Library hired municipal financial consultants, Ehlers Inc. to determine available funds in reserves for the project and possible funding options.
 - g. **Presentation by Municipal Advisor John Piemonte of Ehlers, Inc.**

EXISTING FLOOR PLAN



NEW FLOOR PLAN



Carol Stream Public Library

About Us





WHO WE ARE

MISSION: Carol Stream Public Library provides the community with exceptional services, enrichment opportunities, and diverse resources in a welcoming environment.

VISION: To be a valued community partner that welcomes people to Create, Search, Play, and Learn.

CSPL BY THE NUMBERS

- Cardholders: 17,544 (November 2017)
- Library Visits (door count):
 - Fiscal Year 2016-2017: 208,716
 - Fiscal Year 2017-2018 to date: 122,719
- Digital library visits: 148,023
- Resources owned: 174,008



We provide \$2.27 in value for every \$1 in tax revenue.

WE ARE A SHARED RESOURCE.



- We connect people of all ages to the topics that spark their interest, from learning about dinosaurs to cooking a perfect meal to reading the latest bestseller to watching this year's Oscar winning performances.
- Community members can borrow new and popular DVDs, video games, magazines, newspaper subscriptions, books, music and audiobook CDs, streaming music, e-books, e-magazines, and e-audiobooks.
- We provide free Internet access in our building through WiFi, as well as adult and youth computer labs. Patrons can check out WiFi hotspots that provide free Internet access outside the building.
- We provide education to children and teens when they're not in school and to adults who want to finish high school or get professional certifications.
- We are a social services referral center. We connect community members with other organizations that can help them.
- We're an official cooling and warming center.
- We provide tax forms for free.

WE ARE A PUBLIC SPACE THAT IS FREE TO ENJOY.

- Preschoolers enjoy our story times, play area filled with educational toys, and digital storybooks.
- School-aged kids love our science experiments, library games, and visiting performers.
- Teens have a safe place to study, share their interests, and volunteer.
- We can help adults learn English as a second language, gain computer skills, take an exercise class, or discover their family history.
- We provide socializing and educational opportunities for seniors, and deliver materials to homebound people.
- We host events that feature all-ages entertainment, games, crafts, and treats and are completely free for families to attend.



WE ARE A COMMUNITY PARTNER.



We partner with many organizations to reach our community: Village of Carol Stream, including the Police Department and Fire Department, Carol Stream Park District, School Districts, Chamber of Commerce, Outreach Community Center, Peoples Resource Center, Windsor Park, Colony Park, Rotary, WorldRelief, Literacy DuPage, Carol Stream Historical Society, DuPage Organic Garden Club, The Theosophical Society, Lions Club, and other area libraries.

WE ARE A DRIVER OF THE LOCAL ECONOMY.

- We're local job creators: 38% of our employees are Village residents.
- We contribute to the local economy: we prefer local vendors for physical goods and services.
- We provide opportunities for career growth: We provide help with job searches, train people how to use computers and software, give access to resources that provide more advanced career training, support for professional certifications, and provide scholarships for adults to finish high school.
- We improve home values:
 - Studies show that homes within $\frac{1}{4}$ mile of a library are worth, on average, \$9,630 more than homes more than $\frac{1}{4}$ mile from a library. For homes between $\frac{1}{4}$ and $\frac{1}{2}$ mile of a library, the additional value is \$650.
 - Source: "The economic value of the Free Library in Philadelphia", Fels Institute of Local and State Government, 2010.
- Libraries have a halo effect on local spending:
 - Research shows that patrons who stop at the library while completing a longer list of errands report "halo" spending at firms and establishments close to the library.
 - Proximity to a library increases spending for those businesses located near the library.
 - Source: "Minnesota Public Libraries' Return on Investment", Bureau of Business and Economic Research (BBER), Labovitz School of Business and Economics (LSBE), University of Minnesota Duluth, 2012.





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MEMORANDUM

**TO: Mayor and Board of Trustees
Joseph E. Breinig, Village Manager**

FROM: James A. Rhodes, Village Attorney

DATE: January 11, 2018

RE: Financing of Library Addition

The purpose of this memorandum is to provide an outline of the statutory authority and procedures with respect to the financing of an addition to an existing library building.

The Carol Stream Library is a local library operating pursuant to the Illinois Local Library Act, 75 ILCS 5/1-1 et seq. (the "Act"). Article 5 of the Act provides the authority and procedure for construction and financing of library building additions. Section 5-1 provides that whenever the library board of trustees determines to repair, remodel or improve an existing library building, or to build an addition thereto or to accumulate a fund to accomplish such purpose, the trustees may proceed as provided in Section 5-1.

Determinations by Library Board of Trustees

When an existing library building is to be remodeled, repaired, improved or an addition erected, the library board of trustees must cause a plan to be prepared and an estimate made of the costs to be incurred. The board of trustees must then determine the amount of funds available through accumulations (i.e. funds accumulated through prior tax levies that may be used for such purpose) and the amount needed to be raised from a bond issue, by annual tax certification, or by a mortgage. The library board of trustees must also determine the term over which the cost of the addition will be spread which cannot exceed 20 years. The board of trustees must then make a record of their proceedings and their determinations and transmit a copy to the municipal corporate authorities for their consideration and approval. (75 ILCS 5/5-1).

Financing through Bond Issue pursuant to the Local Library Act

If the corporate authorities approve the action and determination of the library board, they may by ordinance provide that bonds of the Village be issued for the erection of the addition. The ordinance must state the amount of the principal of the bonds, the interest to be paid upon the bonds (which must comply with the Bond Authorization Act, 30 ILCS 305/1 et seq.), the time over which the principal and interest on the bonds are payable,

which cannot exceed 20 years. The corporate authorities must also provide that the levy and collection of taxes to pay the principal and interest of the bonds will be irrevocable. The tax levy for any one year may not exceed .0833% of the equalized assessed value of the property located within the municipality.

If the corporate authorities do not approve the issuance of bonds, but approve the action of the library board to construct an addition, the library board shall divide the cost of the addition into as many parts as the board determines appropriate and certify the amount to be levied each year over the term determined appropriate by the board. The action of the library board shall be deemed to be irrevocable. (75 ILCS 5/5-2).

Financing through loan and mortgage

The library board is also authorized to, with the approval of the corporate authorities, borrow money and execute a mortgage on an existing building in order to remodel or construct a building addition. The total amount of the loan to be secured by the mortgage may not exceed 75% of the value of the building as improved. The taxes received from the special tax levy made pursuant to Section 5-3 of the Act may be used in whole or in part for the payment of the mortgage indebtedness. (75 ILCS 5/5-6).

Payment through Accumulated Funds

The library board is also authorized to accumulate and set aside reserve funds for the construction and alteration of library buildings. The corporate authorities must adopt, by ordinance, the special reserve fund for such purpose. The library board is required to develop and adopt a plan for the construction or alteration within two years of the adoption of the ordinance establishing the special reserve fund. (75 ILCS 5/5-8).

Referendum Requirement for Tax Levy

Prior to the levy of any taxes to pay the construction of an addition, whether financed through the issuance of bonds, a mortgage or annual certification, the corporate authorities must adopt an ordinance certifying to the election officials a proposition for the approval of such tax which shall be submitted to the voters at a regular election. The proposition must state the tax and the purpose of the tax as established by the ordinance. If the proposition is approved by the voters, the corporate authorities are authorized to levy the tax. (70 ILCS 5/5-7). Under the Illinois Election Code, the ordinance adopted by the corporate authorities authorizing the referendum must be adopted not less than seventy-nine (79) calendar days before a regularly scheduled election (10 ILCS 5/28-2(c)).

Payment for Acquisition of Library Materials in Connection with Construction

In addition to the costs of construction of the addition, the costs of acquiring library materials such as books, periodicals, films, recording and electronic data storage and retrieval facilities in connection with the expansion of an existing library building may be included in any bond issue or loan and mortgage and pay for through the tax levy

authorized by Article 5 of the Act. Such library materials must be acquired within 5 years of the date of construction of the library expansion. (75 ILCS 5/5-1).

Alternative Financing through Home Rule Bond Issue

A home rule municipal corporation is authorized to incur debt for any public purpose pertaining to its government and affairs, as determined by its corporate authorities. Pursuant to the Village's home rule authority, the corporate authorities may issue home rule general obligation bonds for the purpose of constructing the library addition. The payment of the principal and interest on these bonds would be payable from a general tax levy made by the Village and would be considered debt of the Village.

Bonds issued pursuant to the Village's home rule authority would have no limitation on the maximum rate of the tax levy and no limitation on the maximum term within which to fully pay all principal and interest on the bonds. In addition, there is no referendum requirement for issuance of general obligation bonds issued pursuant to the Village's home rule authority or for the passage of the tax levies to pay the principal and interest on the bonds.