

Carthage Public Library District  
Public Library Construction Grant Application  
Supporting Documents

Note: on our original application in Section V we listed the architect as Mark Misselhorn from ApaceDesign. Although ApaceDesign is still our architectural firm, the lead architect on the project is now **Steven J. McCardle, IL Registration number: 001.007065**

1. Facilities Plan
  - a. Library Building Program prepared by Dr. Fred Schlipf
  - b. Elevation Drawing, Site Plan, and Floor Plan schematics prepared by Apace Design
  - c. Facilities Plan narrative addressing the library's ability to maintain and sustain library operations and how the library will provide access for the disabled.
  - d. Financial documentation relating to our ability to maintain and sustain library operations and funding sources for our local cost share.
  
2. Sign-off letter from the Illinois State Historic Preservation Office (IL SHPO).

Their letter is attached, indicating no issues with the proposed site of the new building. The Library will be retaining ownership of our current building for the time being, at least until we move into the new facility. The building will not be demolished. If at some point we decide to sell the building, we will follow the IL SHPO regulations and submit and file the Historic Preservation Covenant, encumbering the property to the Historic Preservation Restrictions and Requirements detailed in the Covenant, and explain those restrictions to any potential buyer.
  
3. Legal description of proposed site and certified appraisal of the land.

We have not yet officially acquired the real estate, although we have reached an agreement with the owners. If our grant application is approved, we will move forward with the land acquisition and obtain a Deed of Ownership.
  
4. FEMA Map showing that the site is not located in a Special Flood Hazard Area.
  
5. Subsurface soil analysis – This document will be submitted after we have acquired the proposed building site.
  
6. Environmental Site Assessment – This document will be submitted after we have acquired the proposed building site.
  
7. Certified property appraisal – included, listed in #3 above.

## **Carthage Public Library District Facilities Plan**

Included as part of our supporting documentation is “**A Building Program for the Carthage Public Library District**” prepared by Dr. Fred Schlipf in Nov. 2017, and revised in July 2019. This Building Program examines in detail the needs of the Carthage Public Library District, not only at the present time, but also anticipated future needs for the next 20 or more years.

Dr. Schlipf analyzed the library’s current building and site and completed a space needs assessment. Although the initial program estimated a need for 13,700 square feet of gross space, he noted in a summary memo to the Board that most programs are usually revised and reduced in size.

We decided to build a facility of approximately 10,000 sq. ft., designed to allow for easy future expansion if needed. We carefully studied the program to determine what could be reduced in size, and worked with Dr. Schlipf to revise it. The architect followed the building program guidelines and was able to design a building to meet our needs with a total gross area of 10,660 square feet, with room to expand in the future.

### **Library’s ability to maintain facility and sustain operations**

According to the recommended staffing levels in Appendix K of *Serving our Public3.0 Standards for Illinois Public Libraries*, a library serving a population of 4250 should have a minimum of 2.06 full time equivalent (FTE) employees and 3.125 FTE for the level of a growing library. If our population increases to 4500, we would need 3.25 FTE for the growing library level.

Calculations for our 2018-19 annual report indicate that we had 3.73 FTE employees, exceeding the rate for the growing level at both our current population and for a possible increased population up to 4,999.

Although larger, the new building should not require additional staffing since the floor plan will be designed with ease of supervision of the library in mind, and it will be a one-story building. However, with the law requiring an increase in minimum wage, our personnel costs will increase, even if staffing levels do not.

With the larger building, there may be increased costs for cleaning and for utilities. Hopefully a new HVAC system will be more energy efficient than our current systems, which include window air conditioning units upstairs, offsetting some of the increased costs.

The largest increase in operating expenses will be for maintaining the grounds and parking area. Costs for lawn mowing and snow removal will increase.

We will adjust our annual operating budget as needed to cover these on-going expenses. When preparing our annual budget, we purposefully underestimate our projected income. In addition, for the past several years our actual expenses have been less than what was budgeted. Therefore, we will have some leeway to make adjustments and increase the budgeted amounts for specific operating costs. Attached are copies of our annual financial reports from FY 2018-19, a copy of our current operating budget, and our tax levy ordinances passed in 2018 and 2019, which include a .02% levy for building maintenance expenses.

## **Access for the Disabled**

Our new facility will have only one level and will be designed and constructed to meet all ADA guidelines. There will be an accessible parking area and entrance to the Library. The bathrooms and water fountains will meet ADA requirements. Sufficient space will be allowed between shelves and other furnishings. Any new tables or computer desks purchased for patron use will accommodate a wheelchair.

## **Funding Local Cost Share**

Remodeling the first floor of our current building in 2006 cost around \$251,000 and was totally funded by the library and community without any state or federal grant funding. In addition to using savings, the Library conducted a capital campaign and held fundraisers. We also obtained a loan from a local bank, and made monthly payments. A generous donation from an estate allowed us to pay off that loan in February 2011, and to once again begin saving money in our building fund.

Each year since 2011, we have included a line in our working budget for our building fund, and transfer that amount into the building fund account each month. In addition, we have a .02 tax levy to use specifically for building maintenance. At the end of each fiscal year, any money from that levy which was not needed to pay for immediate upkeep and repairs is transferred to the building fund, along with any unspent, unrestricted funds from general operating line items.

We currently have \$83,179.05 in our building fund savings account and \$101,529.53 in a building fund CD, for a total of \$184,708.58. We also have \$45,000 in asset CDs. Our money market account is used for depositing tax income and paying our operating expenses. The current balance of \$267,226.73 is more than enough to cover our budgeted expenses for the remainder of the fiscal year. A report of our fund balances is attached.

We have consulted an underwriter, and are planning to place a bond proposition on the ballot in November of 2020. Based upon our EAV, our debt limit is over \$2,353,600. At this time we anticipate requesting authority to issue \$1,200,000 in bonds. If that referendum does not pass, we will have another opportunity to place the measure on the ballot in the spring of 2021, probably reducing the amount requested.

We plan to initiate a capital fundraising campaign, with the help of our Friends of the Library and Library Foundation. The campaign may include the selling of engraved bricks or paving stones, and opportunities to name areas of the library. If our fundraising is successful and we receive major donations, then we may not need to actually issue bonds for the full amount authorized.

Preliminary discussions indicate that the property will be donated to the Library. There is also the possibility of an Intergovernmental Agreement with the City of Carthage to receive some funding from the TIF District, since that district affects the amount of property tax money the library receives each year.

## **Project Design**

**The architect's elevation drawing, site plan, and floor plan schematics for the proposed project are attached.**