



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: April 7, 2023
SUBJECT: Budgeting for Remodel of Staff Areas

Trustees,

After hearing the estimated project costs to remodel the second floor staff areas, Finance Manager Mary Myers and I reviewed the financial management plan (FMP) and capital maintenance plan (FMP). We wanted to be sure that we had money not just for this project, but for upcoming projects in other departmental workspaces. We also still need to renovate one public area of Main that encompasses Meeting Rooms 1 and 2 and the Friends storage area.

I reached out to Project Architect Kristin Richardson at Engberg Anderson to get a ballpark estimate for those projects, based solely on a cost per square foot. She created a chart to estimate those costs (see next page).



Palatine Library District | Project Budget Planner

3/28/2023

Each model is an opinion of probable cost. Many decisions regarding material selection, system development and project parameters have yet to be defined. Market conditions, as always, are beyond the control of the architect or estimator and will vary over time. No guarantee is given or implied that costs will not vary from these models. It is imperative that additional estimates are prepared as the project is developed to ensure conformance with project budgets.

Estimated Cost / SF		Finish Only <i>Carpet Replacement, possible repainting</i>	Minor <i>Reconfigurations while trying to work within existing systems: ceilings, lighting, HVAC, minor plumbing</i>	Major <i>You're not really trying to save anything</i>	Total Construction	Furniture 10%	Fees 20%	Total
<i>Second Floor Staff</i>	SF Range	3000 \$90,000 - \$150,000	6000 \$600,000 - \$900,000	0 \$0 - \$0	\$690,000 - \$1,050,000	\$69,000 - \$105,000	\$138,000 - \$138,000	Second Floor Staff \$897,000 - \$1,293,000
<i>Admin</i>	SF Range	2500 \$75,000 - \$125,000	0 \$0 - \$0	0 \$0 - \$0	\$75,000 - \$125,000	\$7,500 - \$12,500	\$15,000 - \$15,000	Admin \$97,500 - \$152,500
<i>Circ / Maintenance</i>	SF Range	0 \$0 - \$0	0 \$0 - \$0	4000 \$800,000 - \$1,000,000	\$800,000 - \$1,000,000	\$80,000 - \$100,000	\$160,000 - \$160,000	Circ/Maintenance \$1,040,000 - \$1,260,000
<i>YTS</i>	SF Range	0 \$0 - \$0	2800 \$280,000 - \$420,000	0 \$0 - \$0	\$280,000 - \$420,000	\$28,000 - \$42,000	\$56,000 - \$56,000	YTS \$364,000 - \$518,000
<i>Meeting Room</i>	SF Range	3000 \$90,000 - \$150,000	2500 \$250,000 - \$375,000	0 \$0 - \$0	\$340,000 - \$525,000	\$34,000 - \$52,500	\$68,000 - \$68,000	Meeting Room \$442,000 - \$645,500

I would assume we would manage one project per year, likely in this order:

1. Second Floor Staff Areas FY 23-24
2. Meeting Rooms/FOL FY 24-25
3. Circ/Maintenance Staff FY 25-26
4. Admin Staff FY 26-27
5. YTS Staff FY 27-28



Using the midpoint of each of those projects, Mary Myers added them to the FMP projections for the Special Reserve Fund.

Special Reserve Fund

	FY 2023										
	Actuals	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
	Projected	Budget									
EXPENDITURES											
Renovations	247,949	1,095,000	543,750	1,150,000	125,000	441,000					
Capital Maintenance Plan	200,000	135,000	459,200	200,600	263,100	1,050,839	575,600	144,800	236,000	1,384,300	2,011,100
Total Expenditures	447,949	1,230,000	1,002,950	1,350,600	388,100	1,491,839	575,600	144,800	236,000	1,384,300	2,011,100
Transfers In	1,000,000	1,000,000	1,250,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Beginning Fund Balance	1,914,906	2,466,957	2,236,957	2,484,007	2,633,407	3,745,307	3,753,468	4,677,868	6,033,068	7,297,068	7,412,768
Ending Fund Balance	2,466,957	2,236,957	2,484,007	2,633,407	3,745,307	3,753,468	4,677,868	6,033,068	7,297,068	7,412,768	6,901,668

Some of the renovation costs have already been included in the CMP (paint, carpeting, etc.). We did not tease those out, so they actually may be accounted for twice in the total expenditures above. In addition, this chart does not reflect the surplus in the Capital Projects Fund. We anticipate transferring roughly \$1,000,000 from Capital Projects to Special Reserve at the end of this fiscal year.



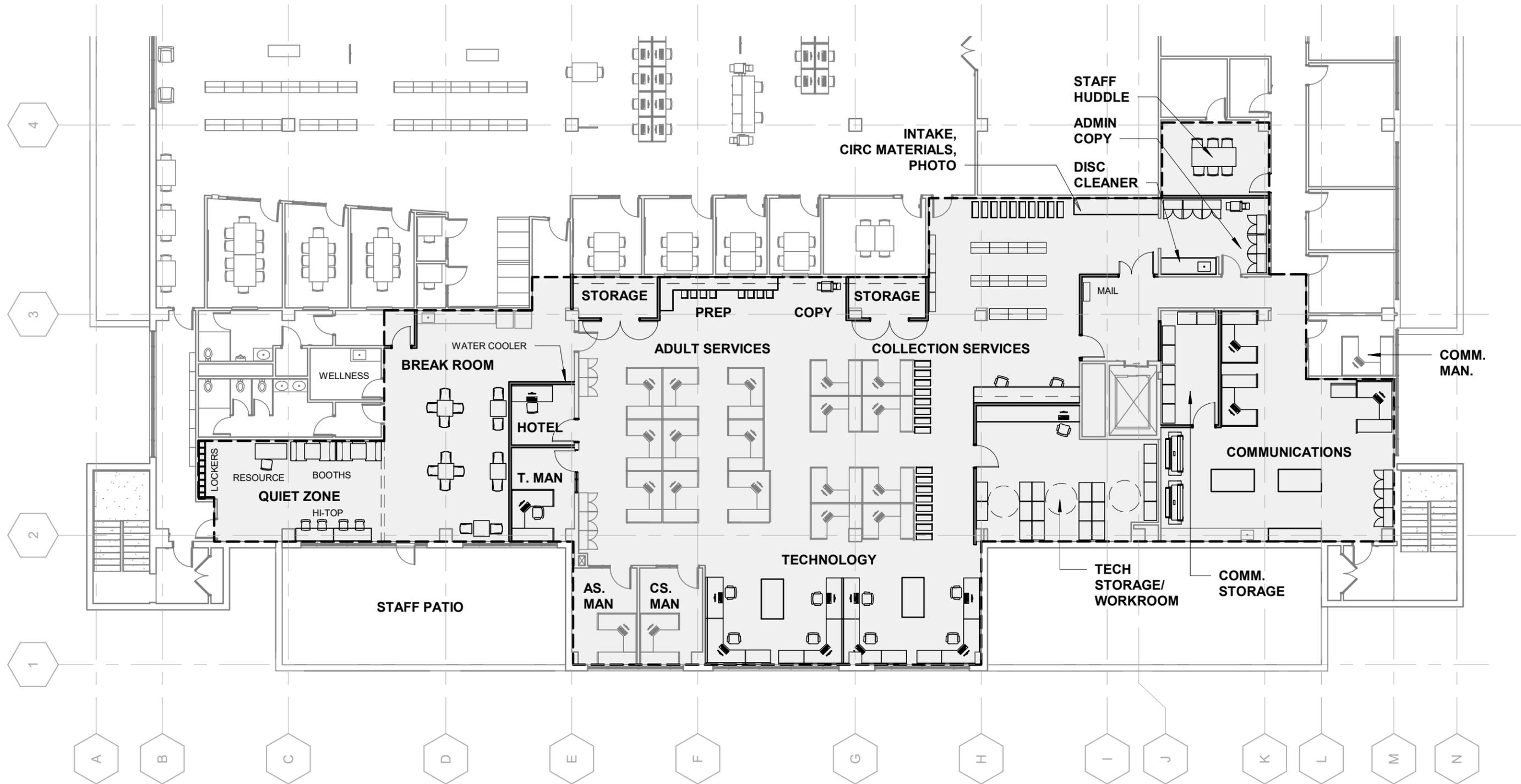
RECOMMENDATIONS

At this time, I am revising my earlier recommendation for the second floor staff areas budget. I would recommend that we work with an overall project budget of \$1,200,000, including architectural, engineering, and owner's representative fees.

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director



PALATINE PUBLIC LIBRARY - STAFF



SCHEMATIC RENOVATION PLAN
SCALE: 1/16" = 1'-0"

MILWAUKEE | MADISON | TUCSON | CHICAGO

Engberg Anderson Project No. 233552.00