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Guide for Maintenance of Facility & Grounds 2023--2025

It is the mission of the Maryville Public Library to help the citizens of Maryville succeed and enjoy life by reading, learning, creating, and connecting.

The goals of this document are to:

1. Guide maintenance of a physical property for the purpose of supporting the mission of the Maryville Public Library. Currently, the library owns a 1912 building and 2000 stucco addition providing an estimated total of 16,036 square feet on a .4-acre lot.
2. Help prioritize facility projects in the current fiscal year and to provide guidance for administrative staff and trustees in adopting specific objectives related to facility maintenance for upcoming years. This plan does not include technology infrastructure for library operations or Internet access for the public.

3 year working plan

To invest an average of \$85,510 per year (17% of MPL's Operating Budget in 2023) for the next two years on Building Maintenance & Capital Projects and roll surplus unrestricted reserves to a new capital projects/technology infrastructure account to save up for bigger projects. Surplus reserves are those in excess of 30% of the library's current operating budget.

FY2023	Estimated cost (2022)	with 6% CPI increase
Complete Limestone Repairs	50,000	50,000 (90% paid)
Replace entry rugs	2,000	500-2,000
Electric water heater	2,527	2,679
Regular maintenance expenses	29,900	29,900 (budgeted)
Annual roof/ roof drain inspection and repairs	5,800	6,148
Return air exchange in conference room	800	848
Total budgeted expenses		91,575
Transfer surplus reserves		

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FY2024	Estimated cost (2022)	with 11% CPI increase
Address basement mildew remediation	19,400	21,534
Seal sidewalk cracks and replace south sidewalk storm grate.	5,000	5,550 (seek City grant)
Chimney cap and repair. Brickwork inside parapet	5,800 (chimney)	6,438 + brickwork
Regular maintenance expenses	29,900	33,189
Annual roof/roof drain inspection and repairs	5,800	6,438
Landscaping consultation & work to assess invasive roots	6,000	6,660
New power circuit for sump pump	1,800	1,998
Total budgeted expenses		81,807
Research grant opportunities for window restoration, door trim		
Transfer surplus reserves		

FY2025	Estimated cost (2022)	with 16% CPI increase
Regular maintenance expenses	16,000	18,560
Annual roof/roof drain inspection and repairs	5,800	6,728
Window/door frame restoration	20,000-86,000	23,200—99,760 (use interest-free façade improvement loan if needed)
OR roof replacement on north addition	104,400	121,104
Total budgeted expenses		up to 169,592—246,152 (use capital projects fund to help cover costs.)

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Supporting Rationale:

Financial considerations:

A 2023 survey of three local organizations found that the proportion of operating funds budgeted for the maintenance and improvement of buildings and grounds in recent years averaged just over **17%**.

- NWMSU: 13.5%-16%
- Maryville R-II: 2%-7% (Debt Service not included)
- City of Maryville: 25.8%--38.6% (Debt service not included)

In their 1990 report *Committing to the Cost of Ownership*, the National Research Council recommends that 2-4% of the replacement value of a facility be spent annually on maintaining it. MPL's 2023 MIRMA insured replacement cost (\$5,239,625) minus what should constitute furniture, books, and tech hardware etc. comes to 4,270,294. Two percent of that number is 85,406, which is approximately **17%** of MPL's 2023 regular Operating Revenue.

MPL's 2022 Facility Condition Assessment estimates the sum of replacement values for MPL's physical assets to be \$1,213,800.

A 2022/23 restricted fund surplus can allow \$28,000 to be transferred to a Capital Projects Fund for future work (November 30 unrestricted reserves balance minus 30% of the operating budget). If local property tax revenue and other revenue sources remain stable, MPL can designate up to 17% per year in building maintenance and repair related expenses (M&R) to meet that standard, while retaining annual budget investment standards in other categories such as patron resources and personnel. Improvements or upgrades may need additional fundraising, and "Other" expenses may need to be reduced.

Administrative considerations: In order to allow library administrative staff to remain effective in other areas of responsibility, it is suggested that building maintenance projects requiring formal bidding procedures and contracts be limited to two projects per year.

External factors: Outside of an occasional spike in emergency federal funds, or funding for improvements to ADA accessibility, expenses related to facility repair and maintenance tend to be excluded from tax-funded grants. A shortage of bids or supplies can also hinder progress.

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Table 1: MPL Spending history on property maintenance

	FY2016	2017	2018	2019	2020	2021	2022	2023 (budgeted)
Cleaning service	2,455	2,455	2,220	2,220	2,513	2,230	3,069	~2,900
Landscaping/Snow removal	161	1,519	2,074	3,855	2,278	4,208	3,120	~3,200
Elevator maintenance	1,673	1,725	1,812	1,899	3,856	2,035	2,141	~2,000
Other routine maintenance*	3,790	2,134	479	5,217	2,192	4,208	7,306	8,150*
Utilities	12,167	10,098	11,420	10,360	9,081	9,855	11,539	13,650
<i>TOTAL ROUTINE MAINTENANCE</i>	<i>20,246</i>	<i>17,931</i>	<i>18,005</i>	<i>23,551</i>	<i>19,920</i>	<i>22,536</i>	<i>27,175</i>	<i>29,900</i>
Individual jobs \$5K or more (Capital Outlay)	24,000 (LED)	5,025 (two furnaces)	8,550 (basement mold remed.) 10,078 back office reno.	7,217 plumbing replace.	none	17,001 Study room renov. 6,388 furnaces	10,240 (stucco paint) 6,075 (mortar test)	12,450 (FCA) 58,920 (Limestone – grant) 21,850*
Grand Total (Building maintenance, relevant contractual services, and Capital Outlay)	44,246	22,956	36,633	30,768	19,920	45,925 (17,001 in reno.)	43,490	123,120

*Other routine maintenance includes painting of interior walls, maintenance of doors and locks, minor repairs to roof, plumbing, thermostats, HVAC, lights, landline telephones, and electrical, replacement of damaged ceiling tiles, and other small handyman jobs, i.e. carpentry. Paid staff time on maintenance and housekeeping is not included here.

* The library’s FY2023 Operating Budget as adopted in August 2022 included \$8,150 in Building Maintenance and \$21,850 in Capital Outlay to cover unforeseen repairs or high priority projects identified in this plan.

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Table 2: Prioritization of recommended near-term interventions using weighted method.

Recommended actions	Human safety & health Weight: 1.45	Legal impact Weight: 1.30	Impact on library mission/customer service Weight: 1.13	Long term fiscal impact, asset protection Weight: 1.11	Other positive community impacts (i.e. aesthetics) Weight: 1.01	Total score, weighted	Estimated cost (2022)*
Mildew remediation	8/11.6	7/9.1	8/9.04	5/5.55	8/8.08	43.37	19,400
Chimney cap, repair	6/8.7	6/7.8	6/6.78	10/11.1	9/9.09	43.47	Included with \$11,600 for roof maint.
Sidewalk crack repair	9/13.05	8/10.4	7/7.91	3/3.33	7/7.07	41.76	1,200
Sidewalk grate repair	10/14.5	10/13	3/3.39	4/4.44	6/6.06	41.39	3,800
Electric water heater	11/15.95	9/11.7	9/10.17	1/1.11	2/2.02	40.95	2,527
Annual Roof inspection	2/2.9	4/5.2	10/11.3	11/12.21	4/4.04	35.65	Unknown Included with \$11,600 for chimney cap
Brick inside parapet	5/7.25	5/6.50	5/5.65	6/6.66	10/10.1	36.16	unknown
Conference Room Heating	4/5.8	2/2.6	11/12.43	9/9.99	3/3.03	33.85	800
Landscaping redo to protect foundation	3/4.35	3/3.9	4/4.52	8/8.88	5/5.05	26.70	unknown
New power circuit for sump pump	7/10.15	11/14.3	1/1.13	2/2.22	1/1.01	28.81	1,800
Window/Door Frame Repair	1/1.45	1/1.3	2/2.6	7/7.77	11/11.11	24.23	\$20,000 86,000 for major refurbish.

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**Adjust individual items for annual inflation before including item in 3-year working plan. Update cost column for all items a minimum of every three years. Sources: Missouri State Tax Commission's Change in Consumer Price Index, or the U.S. Bureau of Labor Statistics CPI Report for the Midwest Region.*

Table 3: Replacement schedule of major systems based on estimated lifespan

Item	Install date	Warranty	Estimated lifespan	Annual maintenance cost	Estimated replacement cost (2022)*	Expires
7.5 ton rooftop condensing unit	2000		17 years		16,000	2017
EPDM Roofing membrane on east addition	2000	---	20-25 years	(bottom of table)	104,400	2025
Basement flooring	2000 and earlier	---	25 years	400	9,000	2025
Main level flooring	2001	---	25 years	2,800	80,000	2026
Exterior caulking	2022		5 years		unknown	2027
4 Roof/attic HVAC units	2012		17 years	2,800	118,800	2029
Elastomeric paint on stucco addition	2022		5-10 years		10,240 in 2022	2030
LED lighting	Late 2015	7 years	15 years	450	\$24,000 in 2015 for retrofit	2031
Two gas furnaces (twins)	2016		15-20 years		6,568	2031
Electrical	2001 upgrade	---	30 years	200	98,000	2032

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Asphalt shingle roof	Summer 2012	---	20 years	(bottom of table)	37,500 (<i>was 7,720 in 2012</i>)	2032
Two Heil gas furnaces	2021	5 years/20 on heat exchanger	15-20 years		6,568 (2021 cost + 7% inflation)	2036
Roof membrane on upper and lower decks of 1912 building	Winter 2016		15-20 years	(bottom of table)	34,200 for upper TPO; 37,500 for EPDM on lower perimeter	2036
Limestone mortar	2022		10-20 years		\$125,000 +	2037
Foundation	1912		New water barrier before 2047		\$300,000	2047
Elevator, hydraulic	2001	----	60 years (main components)	2,200	11,500 /58,000 for major repair/replace	2061
All roofing maintenance				5,800 annually		
Concrete sidewalks, lot, curb	varies		50-58 years	600	87,000	
Cost totals					1,058,536	

** Adjust individual items for annual inflation before including item in 3-year working plan.*

Update cost column for all items a minimum of every three years. Sources: Missouri State Tax Commission's Change in Consumer Price Index, or the U.S. Bureau of Labor Statistics CPI Report for the Midwest Region.