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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS, ADMINISTRATION

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Last revised: 2023

Guide for Maintenance of Facility & Grounds 2026--2028

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 costs related to technology infrastructure for library operations and public Internet access.

3 year working plan

To invest an average of \$89,194 per year (17% of MPL's Operating Budget in 2025) for the next three years on Building Maintenance & Capital Projects and roll available surplus unrestricted reserves to the Capital Improvements account for bigger projects. Surplus reserves are those in excess of 30% of the library's prior year operating budget. Window and Door frame restoration in 2025-2026 will complete the list of high-priority items listed on Table 2 (page 5). This time-sensitive exterior improvement will be funded mostly through a recent fundraising campaign and matching grant. Library operating budget impact is expected to be **\$63,166** or less.

A 2026 replacement of the 26 year-old membrane roof on the east addition will be a proactive intervention to prevent significant water intrusion and damage to the Library's physical collection and interior space. Combined with a rooftop HVAC review and replacement of one condensing unit, this work will address the top two items on Table 3: *Replacement schedule of major systems* (page 6). Library operating budget impact is estimated to be approximately **\$42,971** from the Library's Operating Budget and \$100,000 from MPL's Capital Improvement Fund.

A 2027 Architectural Master Plan would provide schematic design and promotional products for renovated program spaces and bathroom remodeling, with construction documents for new flooring, resealing of the brick foundation, and new landscape design. As the 2022 Facility Condition Assessment guided Library planning from 2023-2026, a Master Plan could guide Library capital improvement planning and fundraising from 2027—2030. Estimated cost is up to \$55,000. Pre-Construction grant funding through the Missouri Department of Historic Preservation could fund up to 60% of eligible costs.

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2027--2028: Begin work and continue fundraising for interior public space renovation and foundation resealing. Funding sources could include those through USDA Rural Development, Bolger Foundation, a T-Mobile Hometown Grant, Gladys Rickard Trust, Messick Trust. and through private fundraising. Public financing through Certificates of Participation may be needed to cover the cost of all improvements.

| FY2026 | Estimated cost with 4.5% increase/ yr. | Potential funding source |
|--|--|---|
| Regular maintenance expenses with annual roof/drain inspection | 27,627 | Operating fund |
| Window and Door restoration | 350,000 | Match grants + fundraising + up to \$63K operating fund |
| Replacement of east addition roof and 1 condensing unit | 123,400 * (roof) 19,571* (unit) | Capital Improvement fund (\$100,000), operating fund \$42,971 |
| Total budgeted expenses | 520,598 | Maximum \$106,137 out of operating fund |
| <i>Transfer surplus reserves to Capital Improvement Fund</i> | 0 | |
| FY2027 | Estimated cost with 4.5% increase/yr. | Potential funding source |
| Regular maintenance expenses with annual roof/drain inspection | 28,870 | Operating fund |
| Complete Architectural Master Plan (and community needs assessment) | 16,000—54,000 | MSHPO grant (up to 60%) Operating Fund 40% or more |
| Total budgeted expenses | 43,870--82,870 | Operating Fund +MSHPO grant |
| <i>Transfer surplus reserves to Capital Improvement Fund</i> | | |
| FY2028 | Estimated cost with 4.5% increase/yr. | Potential funding source |
| Regular maintenance expenses | 30,169 | Operating Fund |
| Complete first projects in Architectural Master Plan: Interior floors and renovation, foundation repair and sealing. | 94,000 from operating fund + new grants and capital fundraising | Capital Fundraising Funds, USDA Rural Development, Rickard Grant, T-Mobile Grant, Bolger Foundation etc. |
| Total estimated budget expenditures | | |
| <i>Transfer surplus reserves to Capital Improvement Fund</i> | 0 | |

Missouri State Aid income (anticipated at \$7,581) can be used toward building projects; The Capital Improvement Fund (accruing 4% interest) has an April 1, 2025 balance of \$110,908.

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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 unrestricted fund surplus allowed \$104,695 to be transferred to a Capital Projects Fund for future work. If local property tax revenue and other revenue sources remain stable, MPL can designate up to 17% per year in building maintenance and repair and capital improvements while retaining minimum essential state 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 where possible.

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. Missouri state legislators are cutting personal property tax assessments—a significant source of funding for public libraries, so the library will need to consider alternative funding sources. A shortage of bids or supplies can also hinder progress.

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Table 1: MPL Spending history on property maintenance

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 actual | 2025 budget |
|---|----------------------------|---------------|--|--|--|--|---------------------------------|
| Cleaning service | 2,220 | 2,513 | 2,230 | 3,069 | 3,072 | 3,281 | 2,352 |
| Landscaping/Snow removal | 3,855 | 2,278 | 4,208 | 3,120 | 3,845 | 3,520 | 3,900 |
| Elevator maintenance | 1,899 | 3,856 | 2,035 | 2,141 | 2,216 | 2,374 | 2,500 |
| Other routine maintenance* | 5,217 | 2,192 | 4,208 | 7,306 | 5,583 (rugs, water heater, electrical, etc.) | 7,014 (Includes basement circuit, exhaust, misc.) | 17,685 |
| Utilities | 10,360 | 9,081 | 9,855 | 11,539 | 13,831 | 11,153 | 14,000 |
| <i>TOTAL ROUTINE MAINTENANCE</i> | <i>23,551</i> | <i>19,920</i> | <i>22,536</i> | <i>27,175</i> | <i>28,547</i> | <i>27,342</i> | <i>40,437</i> |
| (Capital Outlay) Individual jobs \$5K or more | 7,217 plumbing replace. | none | 17,001 Study room renov. 6,388 furnaces | 10,240 (stucco paint) 6,075 (mortar test) | 108,920 (limestone repairs) +12,450 (FCA) | 54,612 (sidewalk, handrails, chimney, parapet) | 49,921 |
| Grand Total (Building maintenance, relevant contractual services, and Capital Outlay) | 30,768 | 19,920 | 45,925 | 43,490 | 149,917 (50K paid by grant) | 81,954 (9,875 reimbursed by City) | 90,358 + windows and/or roof |

*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.

| Recommend ed 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 protecti on Weight: 1.11 | Other positive community impacts (i.e. aesthetics) Weight: 1.01 | Total score, weighte d | 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 | 11/15.9 5 | 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 | 11/12.2 1 | 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/Do or 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 | | 19,571 (adjusted for 2026) | 2017 |
| EPDM Roofing membrane on east addition | 2000 | --- | 20-25 years | (bottom of table) | 123,400* (adjusted for 2026) | 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 |
| Limestone repointing | 2022 | | 15-50 years | | | 2052 |

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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.*