

The logo for Dixon Public Library features the word "DIXON" in a large, white, serif font, positioned above the words "Public Library" in a smaller, white, sans-serif font. Both are set against a solid purple rectangular background. A thin white horizontal line is located at the bottom of the purple rectangle.

DIXON
Public Library

**Dixon Public Library
Facility Plan
2022-2025**

Adopted at the regular board meeting held on
December 13, 2021

Dixon Public Library Facility Plan 2022-2025

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Section 1: Purpose and Scope

The purposes of this Facility Plan are as follows:

1. to analyze the condition of the Dixon Public Library;
2. to assess the suitability of the building for meeting the community's needs;
3. and to aid in the ongoing development of the Library's Capital Improvement Plan.

The Facility Plan will take into consideration the needs of the community in its scope. The plan will be used to assist the Board of Trustees and the Library Director in prioritizing capital projects to be undertaken on the building in a way that adapts to the changing needs of the community.

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Section 2: Overview of the History of the Dixon Public Library building

The Dixon Public Library's original building, which we still occupy today, was built in 1900 as a result of a private gift to the city of Dixon from a prominent resident named O. B. Dodge. This is a three story, timber framed building clad with cut stone facing and a pitched clay tile roof. This section houses part of the adult collection on the second floor, along with storage and plant areas and some previous public access areas which are currently used for storage on the first and third floors.

A sizeable two-story extension was added to the original building in 1969. This is of steel girder construction with brick cladding and a flat roof, which houses further plant. These two sections are connected and one can cross from one section to the other on the first and second floors. The first floor houses the youth services library, a program room, and a staff lounge. The second floor houses the rest of the adult services library. Together, the building occupies approximately 18,500 square feet.

An elevator was added to the 1969 portion of the building in 1985. The Board of Trustees of the Dixon Public Library, following the March, 1985, recommendation of Library Director Ellen Hale, authorized application for an Illinois State Public Library (Handicapped Accessibility) Construction grant. The grant was prepared and submitted by Library Director Hale, Board Trustee Gary Gehlbach, and John R. McLane, Jr., Architect. Secretary of State and State Librarian Jim Edgar notified the library that the application had been selected for funding (Project No. 85-SCP-6). On September 11, 1985, acting at the request of the Dixon Public Library, the Dixon City Council approved and accepted the construction project bid submitted by Brown Construction Company, Milledgeville. It is a two-level hydraulic elevator manufactured by Montgomery. If the elevator is out of service, the only access to the second floor is by use of stairs.

In 2014 the Library Board of Trustees and the Council of the City of Dixon allocated funds totaling approximately \$1.34m which were used to provide much needed maintenance to the building. The project, completed in September 2015, is discussed more fully in Section 4.

Although this was a large project it did leave other work to be completed at a later date. In 2016, the Board of Trustees adopted a Capital Improvement Plan for the years 2016-2021. The object of this plan was to prioritize and distribute the work that has been identified as necessary to be done over a five-year period. In order to better allocate priorities to the necessary work, the Board commissioned Willett Hoffman to produce a Building Needs Study. This was published in May 2018, and the Board and Director have used it to schedule maintenance and repair work for the Fiscal Years 2019, 2020, 2021, and 2022. The work remaining to be completed is all related to the refurbishment of the future program room, and asbestos mitigation in two other areas.

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Section 3: Demographic Information and Projections

What follows is an examination of the demographics of the community served by the Dixon Public Library in order to assess the suitability of the building to the community's needs. All demographic information for this section was drawn from the United States Census Bureau's website at www.census.gov/quickfacts/dixoncityillinois, or the Illinois Schools Report Card at www.illinoisreportcard.com/District.aspx?districtId=47052170022.

The population of the city of Dixon was 15,274 as of the 2021 U.S. Census. This represents the library's service population, as only city residents pay the library levy. Dixon sits within Lee County whose total population was 34,145 at the last census. The population of Dixon has seen a moderate decrease in recent years, as can be seen from the table below:

Figure 1: Historical population data of Dixon, Illinois.

Census	Pop.	%±
1860	2,218	—
1870	4,055	82.8%
1880	3,658	-9.8%
1890	5,161	41.1%
1900	7,917	53.4%
1910	7,216	-8.9%
1920	8,191	13.5%
1930	9,908	21.0%
1940	10,671	7.7%
1950	11,523	8.0%
1960	19,565	69.8%
1970	18,147	-7.2%
1980	15,710	-13.4%
1990	15,144	-3.6%
2000	15,941	5.3%
2010	15,733	-1.3%
2020	15,274	-2.9%

There has been an overall decline in population from 2000 (the peak point since 1980) to 2020 of 667 persons, or 4.1%. The decline has been more pronounced in the 10-year period from 2010 to 2020, than in the previous 10 years.

If this trend were to be extrapolated out over the next twenty years at an estimated rate of 4.1%, Dixon could see a further decline in population, so that by 2040 the population may be as low as 14,648. Clearly if the rate of decline continues to increase there would be even further attrition.

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There is a similar trend, but slightly more pronounced, across all of Lee County. The 2020 census total was 34,145 representing a reduction of 5.2% over the 2010 census. At the same time, the city of Dixon is seeing an increase in the number of residents who are over 65 years of age. The 2020 census reports 16.3% of residents being over 65, up from 14.3% in 2010.

There is also a significant population of residents under age 65 with disabilities; 12% of the city's residents, or 1,832 individuals. The library has worked to provide ADA compliant access for this group, largely by completing a refurbishment project to the elevator, upgrades to the bathrooms, and rearranging shelving.

On the other hand, 2,902, or 19%, of Dixon's population is under 18. This segment of the population has remained largely steady in size over the last couple of decades.

Conclusions regarding Demographics

In common with many rural communities, Dixon continues to experience a reduction in the overall population accompanied by an increase in its average age. However, the proportion of youth under 18 is largely stable. As library's heaviest users tend to be children and their families and older adults, this will require the Board of Trustees and Director to assess the current facility with a view to its meeting the needs of the community, especially with a view to providing suitable spaces to accommodate these groups.

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Section 4: Assessment of current facility

The building was extended in 1969, just as the population of the city was coming off its Census peak of 19,565 in 1960 and before a substantial decline experienced between 1970 and 1980. The extension was deemed necessary in 1969 because the population of the city had more than doubled since 1900 when the original portion was built.

There are a couple of salient points to consider. First, the current population was estimated to be 22% smaller in 2015 than in 1960. There is no reason to anticipate a population increase within the next twenty years, and second it seems extremely unlikely that the population would return to its much higher level in the 1960s. All of this would suggest that the current building is adequate for the projected needs of the community in terms of overall space.

In 2014 and 2015 the Board of Trustees and the city council in Dixon allocated funds to embark on a major refurbishment project on the building. 80% of the funding came from money that had been recovered by the city following a large-scale embezzlement of city funds that had come to light in 2012. The other 20% was funded by the Trust fund managed by the Library Board, which is funded in large part by donations and memorial giving.

The project included a complete replacement of the HVAC system (including related asbestos abatement), repairing and re-laying both roofs, installing blown in insulation, replacing all of the windows, and replacing the lighting system in all of the public areas of the building. As well as providing essential and overdue maintenance to the building, this project was designed to provide significant energy savings through increased efficiency and conservation.

Once this work had been completed, the Director and Board of Trustees worked to identify what other work still needed to be done to the building. The scale of the completed project was such that the old capital plan had been superseded. In 2016 the Library Board adopted a capital improvement plan, and in 2017 they adopted a facility plan. After some of the work outlined in these plans was completed, the Board commissioned Willett Hoffman of Dixon to provide a detailed building needs survey (<https://tinyurl.com/dplwhreport>) and a prioritized plan of action. This document was completed in 2018 has been the basis of capital and maintenance work since. The Director has produced two progress reports on the work completed since 2016, once in 2018 (<https://tinyurl.com/dplbuilding2018>), and again in 2021 (<https://tinyurl.com/dplbuilding-2021>).

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Section 5: Review of Plans

The Board's 2017 Facility Plan identified work to be done in six main areas:

1. Repurposing of underused space
2. Repair to termite damage and further asbestos abatement
3. Computer network – completed in 2017 and 2018
4. Office equipment – completed in phases from 2017 to 2021
5. Cosmetic improvements – completed in phases from 2017 to 2021
6. Elevator – completed with grant assistance from the Illinois State Library in January 2018

Once the Willett Hoffman report was completed, additional work was identified and then prioritized in the following areas:

7. Safety and Fire code – completed in 2019.
8. Accessibility - completed in phases from 2019 to 2021
9. Preventative maintenance – completed from 2018 to 2020
10. Electrical upgrades – completed in phases from 2018 to 2021

Individual tasks were phased and grouped based on available funds and practical considerations related to having specific contractors on site.

Of these ten areas of needed work, items 3 through 8 have been largely completed and the work is discussed in the two progress reports. This leaves items 1 and 2 to still be addressed. These items have been left until after the completion of the others due to their expense and/or complexity.

1. Repurposing of underused space – future program room

Staff, patrons, and members of the Board of Trustees have identified a significant area of the current building which would be desirable to repurpose for patron use. A large room on the lower floor, which was the children's library until 1969, was turned over to storage in the 1990s. This room has largely been used for stacks style storage of both adult fiction and nonfiction materials. After a thorough review of the collections stored in these areas, which focused on circulation statistics and relevance of the materials, they have been either relocated to the main adult collections on the second floor or discarded. What remains in these areas has been identified as available for sale to the public, which is an ongoing process. It is the aim of the Board and Director to bring this room and an adjacent small room back into use as a program space. This space would be significantly superior in size and could be fitted out to provide excellent service to patrons of all ages.

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2. Repair to termite damage and further asbestos abatement

In order to recapture these rooms, as well as three other small rooms nearby, there is some related work which will be necessary. The library commissioned an asbestos mitigation report which found various sources of asbestos in seven rooms in the library. Much of this asbestos is non-friable, existing in glue used on wall paneling and base trim, in floor tiling, and in mud in one section of drywall, but will need to be abated as part of any larger remodeling project. These rooms are the future program room and adjacent small room, three small storage spaces, the staff lounge, and the Director's office. In addition, there are areas, also in the 1900 section, which suffered termite damage some years ago. The infestation was removed and there has been no recurrence. The library has an agreement with Terminix to provide ongoing monitoring and prevention of such a recurrence. At some point, the damage done to floors and trim in particular will need to be addressed. These have not been a high priority as the damage was limited to areas not open to the public. The work will need to be done if these areas are to be brought back to public use.

Conclusions

The demographic analysis described in Section 3 suggests that the size of the building will continue to be of appropriate size for the needs of the community. With the fabric secured by the \$1.34m 2015 project and another \$400,000 spent on the 2016-21 5-year capital plan the most urgent measures have been taken to improve the condition, working environment, and patron experience offered by the building.

Looking beyond Willett Hoffman Building Needs Study, there are items which will be needed over the next twenty years: new carpeting in many areas; possibly new shelving in the adult library (mentioned in the study but accorded a very low priority); and efforts to maintain accessibility based on future regulations for all of our service population.

The next phase of work to be undertaken should be a project which combines the asbestos mitigation and subsequent refurbishment, the restoration of fabric damaged by the termites, and the refurbishment of the underused spaces as future programming space. The asbestos mitigation and termite damage repairs are needed mostly in the areas to be converted into the program space, with the exception of the Director's Office and Staff Lounge which could be separated off into a different phase of work. Discussion of this work is taken up in Section 6.

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Section 6: Dixon Public Library Capital Project 2022-2025 - scope

The work remaining to be completed in items 1 and 2 as discussed in Section 5 is significant in extent and cost. The asbestos mitigation and repairs to the termite damage are the last pieces of restorative work needed to complete the work started by the Board of Trustees and the previous Director in 2013/14. In addition, the Board and Director feel that the conversion of the underused spaces for use as an improved program area is the best way in which they can deploy existing resources to provide excellent service to the community into the future. Initial cost estimates have been made during 2021 in the region of \$550,000 to \$600,000. The final cost may come in lower should some of the 25% contingency not be necessary, but it seems sensible not to assume this.

Possible phasing

Phase 1 – Director’s office and staff lounge

Due to the scope and costs involved with the whole project, it may be prudent to separate off the asbestos mitigation and refurbishment work needed to the Director’s office and Staff Lounge. To this end Willett Hoffman have completed architectural and engineering work for this phase of the work. The plan for this work can be seen at Figure 2 in Appendix A. This could be paid for with a combination of grants, reserves, and operating funds. The exact mix would depend on success with obtaining grants, but this phase is well within the existing means of the library.

Phase 2 – Underused space and storage areas

The bulk of the work remaining (+/-90%) falls in the potential second phase to mitigate asbestos, repair termite damage, and replace floors in the small storage rooms, and refurbish the main area as the new program space. This also includes modernizing and making accessible the existing restroom, and the refurbishment of a spall meeting room. A brief description of this work, along with broad costings, can be found at Figure 3 in Appendix A. It seems impractical to further break up this phase because completing only parts of this work would render the area impossible to use even for its current function of storage. This phase would absolutely require receipt of grant monies to at least support a portion of the overall costs. Money could be drawn from both the restricted fund balance and the trust, but in order to leave a useful reserve, somewhere around half the cost would need to be covered by grants.

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Appendix A: Plans for Dixon Public Library Capital Project 2022-2025

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Figure 3: Scope of work for future program room, asbestos mitigation, and restoration of termite damaged areas

Preliminary Professional Opinion of Probable Construction Costs - Dixon Public Library Lower Level Renovation

Item	Budget
- Flooring Remove damaged wood sub floor and supports, carpet, and damaged wood base. Remove additional material below subfloor. Install new concrete subflooring, new carpet, new wood base.	\$ 304,000
- Walls Remove walls containing asbestos, remove all damaged plaster. Rebuild walls, replace plaster, encapsolate lead paint, prime and paint all walls.	\$ 9,000
- Ceiling Install drop ceiling throughout space	\$ 54,000
- Lighting Remove all existing fixtures and install new LED fixtures throughout. Replace existing lighting controls with dimmers and occupancy switches.	\$ 28,000
- Mechanical Extend existing supply for main space to adequately disperse air. Replace exhaust fan in restroom.	\$ 6,000
- Plumbing Replace all fixtures and remove abandoned in place piping in restroom.	\$ 8,000
Construction Sub-Total	\$ 409,000
- Professional Fees: Includes: Architectural, MEP, Structural, Bidding and Construction Phase Services	\$ 65,000
- Contingency +/-25%	\$ 103,000
Recommended Budget	\$ 577,000

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Appendix B: Floor plans for the Dixon Public Library

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Figure 4: Lower Floor Plan



