



## **Moving Forward – Summary Reports on Construction Program Services**

February 2016

### **A. Plan of Service**

1. Goal Statement: MHLS will support member libraries in facility assessment, development, management and planning, construction and renovation
2. Intended Result(s):
  - a. Member libraries will have access to training, resources and consulting regarding:
    - i. Library space needs and assessment
    - ii. Energy efficiency
    - iii. Construction planning, including funding and bonding
    - iv. New York State (NYS) construction grant process.
3. Evaluation Method(s):
  - a. Number and topic of consultations and number of visits to member libraries.
  - b. Assessment of member library satisfaction with support and levels of change in member library behavior, skills and knowledge.
  - c. Percentage of annual NYS construction fund allotment awarded to member libraries.
4. Annual Progress Report (2014):
  - a. Conducted System-wide construction needs update survey. MHLS member libraries reported construction / renovation needs totaling \$55,000,000 in the region. This number was shared with the NYS Division of Library Development to help advocate to the Governor and the NYS Legislature for the need to continue the \$14 million State Aid for Public Library Construction Grant program annually.
  - b. A survey was conducted of member library directors as to their satisfaction with the administration of the construction grant program at MHLS. Input received helped to fine tune our process with a goal of being transparent and accountable. 92% of respondents indicated they feel the process is fairly handled with 78% indicating it is “completely fair.”
  - c. We developed standards to apply to our funding priority of energy conservation, providing guidance to libraries to educate themselves as to how to achieve energy efficiencies through new projects and projects that involved replacing facility components at the end of their useful life.
  - d. Assisted the following libraries: The Mountain Top / Haines Falls Library finally completed their adaptive reuse of an existing building and held their grand opening; Phoenicia Library with their rebuild plans (a fire devastated their Main Street facility), slated to result in a highly energy efficient library which is likely to be the first ‘Passive House’ Library in the United States, if not the world; Hudson Area Association Library in their plans to adaptively reuse the Hudson Armory as the new public library location; Woodstock Public Library District in managing community dissent over their planned annex project; Amenia Free Library as it plans an expansion project and works to build community support to invest in



- the project; Pine Plains Library as they were faced with possible eviction from their facility, also aided in the path to the referendum that ultimately will mean the library will be able to stay in their new facility; Putnam Valley Free Library as they discovered the extent of the damage to their facility after the recent Hurricanes and Superstorm Sandy.
- e. Provided Construction Grant Technical Assistance Workshop, attended by 12, 100% of which said it was good use of their time.
  - f. 12 member libraries were recommended awarded funds through State Aid for Public Library Construction program<sup>1</sup>.

## **B. Outputs (2014)**

1. Number of Consultations/Requests<sup>1</sup> = 1,206 for 66 member libraries
  - a. Technical assistance in areas including:
    - i. Long-range facility planning
    - ii. Construction process
    - iii. Financing and fundraising for construction/renovation/purchase of facility
    - iv. Space planning
    - v. Consultation with library architects/consultants
    - vi. Energy efficiency issues
    - vii. Facility operations
2. Number of On-Site/In-Person Visits to Libraries = 21 for 18 libraries
  - a. On-Site/In-Person Consultation topics/types:
    - i. Long-range facility planning
    - ii. Construction process
    - iii. Financing and fundraising for construction/renovation/purchase of facility
    - iv. Space planning
    - v. Consultation with library architects/consultants
    - vi. Energy efficiency issues
    - vii. Facility operations
    - viii. State Aid for Public Library Construction Grant Program

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<sup>1</sup> Number of Consultations/Requests represents the number of phone and email communications between member libraries and the MHLS Coordinator for Library Sustainability in a 12-month span in the areas of construction, renovation, energy efficiency, facility operations, facility purchase, State Aid for Public Library Construction Grant Program.



### 3. FY2013-2014 Awards through the State Aid for Public Library Construction Program<sup>2</sup>

| County   | Library                                                  | Grant Amount | Project Description                                                                                                                                      |
|----------|----------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Columbia | Hudson Area Library Association                          | \$106,562    | The Hudson Area Library Millwork Project will support the fabrication and installation of custom millwork for the new library space.                     |
| Dutchess | Greater Poughkeepsie Public Library (Boardman Rd Branch) | \$106,562    | Site preparation for construction on Poughkeepsie Public Library District branch library project.                                                        |
|          | Mid-Hudson Library System                                | \$40,815     | Original aluminum windows in 1966 office building will be replaced with energy efficient windows. Approx. 20,000 sq. ft. parking lot will be repaved.    |
|          | Red Hook Public Library                                  | \$20,000     | Renovation to building will: increase usable public space; provide access to the 2nd floor; install energy efficient HVAC and update electrical systems. |
| Greene   | Haines Falls Free Library                                | \$64,000     | Interior modifications including painting and trim work, shelving, and other furnishings. Exterior drainage improvements.                                |
|          | Heermance Memorial Library                               | \$27,000     | Interior modifications to flooring, ceilings, lighting and shelving to make the library more accessible, sustainable & user friendly.                    |
| Putnam   | Alice Curtis Desmond and Hamilton Fish Library           | \$20,000     | The Library will replace an inefficient heating and air conditioning system with a high tech heating and cooling system, reducing energy usage.          |
|          | Brewster Public Library                                  | \$5,000      | Restore existing windows and install storm panels on interior side. Restoration of the plaster molding and peeling ceiling in the Reading Room.          |
|          | Patterson Library                                        | \$21,000     | Installation of a whole-building generator and dehumidification system will increase access to service and stabilize interior climate and air quality.   |
| Ulster   | Hurley Library                                           | \$46,562     | Hurley Library requests funding for the acquisition of a new building to replace the existing one and better meet the community's needs.                 |
|          | Phoenicia Library                                        | \$76,564     | Ten element project to complete post-fire rebuild and expansion. Includes interior/exterior fundamentals and construction supervision.                   |
|          | Stone Ridge Library District                             | \$7,730      | Replace siding and insulate North, South & West walls of 1798 building addition.                                                                         |
|          | Woodstock Public Library District                        | \$10,000     | The Woodstock Public Library is requesting funds to prepare the site where the future Library Annex will be constructed.                                 |

<sup>2</sup> Originally reported in 2014 Annual Progress Report



**C. Outcomes**

1. Library directors and trustees will have increased skills and knowledge regarding library space needs and assessment, energy efficient facilities, construction planning and the NYS construction grant process.
2. Library directors and trustees will fulfill their roles and responsibilities to proactively meet the minimum standard for public libraries in NYS to provide facilities that meet community needs.

**D. Costs Associated with MHLS (2014)**

| MHLS STAFF                              | Percent Construction Services       | Salary | Benefits | Construction Services TOTAL |
|-----------------------------------------|-------------------------------------|--------|----------|-----------------------------|
| Rebekkah                                | 15%                                 | 9,952  | 3,810    | 13,763                      |
|                                         |                                     |        |          | <b>13,763</b>               |
| <b>CONTRACTED SERVICES</b>              |                                     |        |          |                             |
|                                         | Total Cost                          |        |          | Construction Services Cost  |
|                                         |                                     |        |          | <b>0</b>                    |
| <b>TELCOM SERVICES<sup>ii</sup></b>     |                                     |        |          |                             |
|                                         | Total Cost                          |        |          | Construction Services Cost  |
| Network & Phone Services <sup>iii</sup> | 30,325 – 5,596 (Teleforms) = 24,729 |        |          | 290                         |
|                                         |                                     |        |          | <b>290</b>                  |
| <b>IT SERVICES</b>                      |                                     |        |          |                             |
|                                         | Total Cost                          |        |          | Construction Services Cost  |
| Hardware <sup>iv</sup>                  |                                     |        | 9,083    | 106                         |
| Software <sup>v</sup>                   |                                     |        | 5,445    | 64                          |
| IT Supplies                             |                                     |        | 2,213    | 26                          |
|                                         |                                     |        |          | <b>196</b>                  |
| <b>GENERAL OVERHEAD<sup>vi</sup></b>    |                                     |        |          |                             |
|                                         | Total Cost                          |        |          | Construction Services Cost  |
| Supplies                                |                                     |        | 5,732    | 7                           |
| Equipment Rental                        |                                     |        | 16,472   | 193                         |
| Professional Fees                       |                                     |        | 25,189   | 295                         |
| Postage                                 | 4,505- 2,875 (ILL) = 1,630          |        |          | 19                          |
|                                         |                                     |        |          | <b>575</b>                  |



| FACILITIES OVERHEAD <sup>vii</sup>     | Total Cost | Construction Services Cost |
|----------------------------------------|------------|----------------------------|
| Staff/Benefits                         | 51,696     | 606                        |
| Utilities                              | 27,973     | 328                        |
| Custodial Supplies                     | 1,736      | 20                         |
| Other Ops/Maint                        | 35,776     | 419                        |
| Liability Insurance                    | 15,423     | 181                        |
|                                        |            | <b>1,554</b>               |
| ADMINISTRATIVE SUPPORT <sup>viii</sup> | Total Cost | Construction Services Cost |
| Staff/Benefits                         | 361,059    | 4,232                      |
| Professional Development               | 31,532     | 370                        |
|                                        |            | <b>4,602</b>               |
|                                        |            |                            |
| <b><u>TOTAL</u></b>                    |            | <b>20,979</b>              |

**E. Primary Funding Sources**

1. State Aid - General<sup>3</sup>
2. Member Assessment Fees

**F. Value of Services**

1. Efforts contributed to the award of \$551,795 in construction grants to member libraries whose total project costs equaled \$9,349,270.
2. Number of Hours - Consultations/Requests = \$40,200
  - a. Number of consultations/requests (1206) X time per consultation/requests (10 minutes) = 201 hours X \$200<sup>4</sup> = \$40,200
3. Number of On-Site/In-Person Visits to Libraries = \$23,625
  - a. On-Site/In-Person Visits (21) X \$1,125<sup>5</sup> = \$23,625

<sup>ii</sup> % of total Telcom costs – After staff FTE assigned, breakout of telecom costs by service (break out Teleforms & all other by staff FTE per service)

<sup>iii</sup> Minus Teleform costs

<sup>3</sup> All funds awarded by the State Aid for Public Library Construction Grant Program are granted to eligible library organizations. MHLS does not receive any administrative funding support for implementing the program from Construction Grant Program funds.

<sup>4</sup> \$200 hourly rate is the average hourly rate of a library development consultant working in New York State

<sup>5</sup> \$1,125 is average cost of an in-person consultation with a library development consultant working in New York State including preparation and planning, travel, leading a 2 hour (minimum) on-site session, and follow-up including assessment



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<sup>iv</sup> % of General Hardware/Software costs - After staff FTE assigned (allocate on a per staff calculation)

<sup>v</sup> OCLC charges to Cataloging Services

<sup>vi</sup> % of General Overhead costs - After staff FTE assigned (allocate on a per staff calculation)

<sup>vii</sup> Ibid.

<sup>viii</sup> Ibid.

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