

Drafting a Basic Facility Plan

March 2017 | Rebekkah Smith Aldrich, Coordinator for Library Sustainability



“(8) maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;”

**-New York Codes, Rules and Regulations (NYCRR) TITLE 8 – EDUCATION
§90.2 Standards for registration of public, free association and Indian libraries**

A facility plan is created
in relation to the library's
long-range plan.

HOW DO WE DETERMINE IF OUR FACILITY IS ADEQUATE?

Various publications provide helpful "rules of thumb" or "standards" for the number of seats, shelving, or meeting room facilities needed by communities of varying sizes. (Although it is old, the Anders Dahlgren pamphlet, "Planning the Small Public Library" listed at the end of this section, has both such "rules of thumb" and a good introduction to library building planning.) As important, there are books and articles that help librarians and trustees evaluate and plan for the improvement of their libraries. Some of these focus on such important matters as compliance with the Americans with Disabilities Act and environmental regulations (such as asbestos and lead abatement).

Building experts would first ask the library director and board, "what are the goals and service plans of the Library?" General services planning precedes facilities planning because it defines the users, services, and programs of the library. Once these plans are defined, the board, director and others can better decide on space needs, layout, and technical specifications such as wiring for technology.

- A long-range plan with clearly articulated mission statement, goals, objectives and an action plan provides a basis for evaluating whether or not a library has a facility which adequately meets community needs.
- The planning and evaluation process should involve input from staff, members of the community or communities served (including people with physical disabilities) and the board, and be conducted in an open, well-publicized manner. This ensures that those paying for and residing in the service area will have a say in, and take ownership of, their library facility. The library may find it useful to hire a consultant to assist with the facility plan.
- Care must be taken to provide for a facility which is accessible to the entire community.
- Where legal mandates -- whether local, State, or Federal -- exist, it is the responsibility of the library to be aware of and comply with those requirements.
- Associations such as the Eastern Paralyzed Veterans offer free help and expertise, as do local code enforcement officers.

WHAT HAPPENS AFTER THE BOARD HAS A PLAN?

- If funds and community support are needed to implement a facility plan, the plan should be widely disseminated and used to gain public understanding.
- Responsibilities should be clearly laid out, timelines set, and tasks completed.

<http://www.nysl.nysed.gov/libdev/helpful.htm#MFC>

Stewardship: "the conducting,
supervising, or managing of
something; *especially* : the careful
and responsible management of
something entrusted to one's care"





Top 3 Reasons

- ☐ Extend **useful life** of facility and its components
- ☐ Clarity on aspirational **priorities**
- ☐ Helpful for **financial planning** and grant seeking

State Aid for Public Library Construction

MHLS Board Priorities for Funding:

“Be part of the library’s board approved, prioritized facility plan which is reported to MHLS through the Construction Needs Action Memo issued annually in April. If a library is breaking a large project into phases this must be itemized with a timeline within the facility plan, and...”



Sample Outline

MS Word version of outline available at <http://midhudson.org>

- Part 1: **Useful Life Maintenance & Replacement Schedule**
- Part 2: **Assessments & Projections**
- Part 3: **Prioritized Project List**

$$1 + 2 = 3$$

P1: Useful Life Maintenance & Replacement Schedule

Area/Item	Age	Preventative Maintenance Schedule	Responsibility	Projected Replacement Schedule	Notes
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Area/Item	Age	Preventative Maintenance Schedule	Responsibility	Projected Replacement Schedule	Notes
Examples					
Roof	2010	Annual Inspection	Director	2040	
Furnace	2003	Annual Cleaning & Inspection	Director	2023	
Parking Lot	2000	Regular Visual Inspection	Facility Committee	2035	

Items/Areas to Consider

- ☐ Roof (including gutters & downspout, chimney and flashing)
- ☐ Heating, Ventilation & Air Conditioning (HVAC) units
- ☐ Parking Lot & Sidewalks
- ☐ Oil tank/Propane tank
- ☐ Septic System/Sewer connection
- ☐ Well/Municipal connection
- ☐ Carpeting
- ☐ Fire Suppression System
- ☐ Elevator

P2: Assessments & Projections

- ☐ Safety & Code Compliance
- ☐ Accessibility
- ☐ Energy Conservation
- ☐ Space Needs

Safety & Code Compliance

For example:



- ☐ Trip Hazards (carpet, flooring, sidewalks, etc.)
- ☐ Handrails
- ☐ Lighting
- ☐ Storage (not on stairways or in mechanical rooms)



Accessibility

No library facility is “grandfathered in” under the Americans with Disabilities Act (ADA).

ADAChecklist.org/checklist.html

ADA Checklist for Existing Facilities

You are welcome to customize the checklists. You can delete rows, add rows, insert images, get rid of our recommendations and change wording. Some people add state requirements and ICC/ANSI A117.1. It's easy to do in the write in Word document. For the fillable form select Enable Editing, select Review on the tool bar, select Stop Protection in the grey area on the right side. Make your changes and then select Start Protection. We are also interested in your recommendations to improve the checklists. Please contact us at adainfo@newenglandada.org

Survey

Please take the optional survey so we can find out how the checklist is being used.

- Your Role
- Your State*
- If you are outside of the US, please enter your country
- Type of Facility

Please select the type of facility being surveyed below. If the survey is being used solely for educational purposes, please select "For Educational Purposes".


☐ Local/State/Federal Government
 ☐ Private Business
 ☐ Non-profit Organization
 ☐ For Educational Purposes
 ☐ Other

Submit Survey

Full Checklist

Home Checklist

- How to Use this Checklist
 - What is Program Accessibility?
 - What is Readily Achievable Barrier Removal?
 - Priorities for Accessible Facilities
 - 2010 ADA Standards for Accessible Design
 - Elements in the 2010 ADA Standards Not in the 1991 Standards
 - Safe Harbor – Construction Prior to March 15, 2012
 - What this Checklist is Not
 - What are Public Accommodations?
 - Resources
 - Acknowledgements
- ☒ Checklist
- ☒ Recreational Checklist



ADA National Network
www.AData.org
Questions on the ADA
800-949-4232 voice/tty

- ☐ **Approach & Entrance**
- ☐ **Access to Goods & Services**
- ☐ **Toilet Rooms**
- ☐ **Additional Access:**
 - ☐ drinking fountains
 - ☐ fire alarms
 - ☐ public telephones

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

An accessible route from site arrival points and an accessible entrance should be provided for everyone.

Energy Conservation

- ✓ Reduce your operating costs
- ✓ Impacts on indoor environmental quality (IEQ)
 - ✓ Thermal comfort
 - ✓ Air quality
- ✓ Be a leader in your community

Primary Conservation Opportunities

☐ Building Envelope

- ☐ Roof
- ☐ Windows
- ☐ Doors
- ☐ Walls & Foundation

☐ HVAC Equipment

☐ Occupant Behavior



MHLS 'Useful life energy conservation standards':
<http://midhudson.org/nysconstructiongrant/>

Energy Audits

Level 1

- Brief on-site survey of the building
- Savings and cost analysis of low-cost/no-cost Energy Conservation Measures (ECMs)
- Identification of potential capital improvements meriting further consideration

Level 2

- More detailed building survey
- Breakdown of energy use
- Savings and cost analysis of all ECMs
- Identification of ECMs requiring more thorough data collection and analysis (Level 3)

Level 3

- Attention to capital-intensive projects identified during the Level 2 audit
- More detailed field analysis
- More rigorous engineering analysis
- Cost and savings calculations with a high level of accuracy

Source: *Procedures for Commercial Building Energy Audits*, American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)

FlexTech Program

NYSERDA's FlexTech Program provides customized energy efficiency analyses to help customers make informed energy decisions. For most studies, NYSERDA will contribute **up to 50% of the eligible energy study costs...**

Learn more: <http://www.nyserda.ny.gov/FlexTech>



Space Needs

- ☐ Shifts in service (less "stuff" centric, more people centric)
- ☐ Inadequate amount of space
 - ☐ Meeting and program space
 - ☐ Types of spaces
 - ☐ Technology
 - ☐ Staff areas

Please note: Once a need for a significant renovation or expansion has been identified a library would work to hire an architectural firm to develop a "**Master Facility Plan**"

Example



Construction Assessments and Plans

Accessibility Assessment

Facility was designed to accessibility code in 2007. It has wheelchair ramps and an elevator between floors. Aisles are wide enough to permit wheelchair access between stacks. All restrooms are wheelchair accessible and have hand rails. The main entrance doors have push button operation for opening and closing.

Energy Consumption Assessment

Building was designed for energy efficiency; geothermal was used to reduce electrical costs; solar arrays were installed to offset electrical costs.

Major Repairs Anticipated

There are no major repairs anticipated at this time.

Prioritized List of Near-term Renovation/Reconstruction Projects

The following list of projects is in order of highest priority to lowest.

1. Re-design the layout of the offices, processing room, children's and young adult rooms to improve services and access for children and young adults, and improve usefulness and efficiency of office spaces. Install new computers in the re-designed children and teen rooms
2. Divide Kitchen area into a small room suitable for tutoring and small group meetings and a larger area that includes the kitchen as well as meeting facility
3. Install Digital sign on 9W – the major north/south route on the west bank of the Hudson

Prioritized List of Energy Efficiency Projects

There are no additional energy efficiency projects planned at this time.

P3: Prioritized Projects

- What are the most important projects to:
 - **Stabilize**
 - **Optimize**
 - **Prepare for the Future**
- How does this help fulfill the goals in the long-range plan?

Example

❑ Prioritized List of Renovation Projects (Both Facilities)

Air Conditioning (2015-16 grant period) refer to 2014 NYSEDA report

Insulate Walls and Attic (2015-16 grant period) refer to the 2014 NYSEDA report

2015: Complete Roof project- Reconstruction of parapet on the North and West side of the building, to include custom restoration of frame, rafters, fascia boards, decking, crown moldings; redesign current ice and grace shield to accept tern coated copper roof system.

2015: Programmable Thermostat and Radiator Control Valves

2015: Lighting energy audit and installation of LED lamps and ballasts in Palenville Location

Remodel main floor area, computer areas and shelving

ADA accessibility to main door and third floor

ADA accessibility from main door to ground floor

Paint third floor.

❑ Prioritized List of Energy Efficiency Project (Both Facilities)

2016: Convert AC to energy efficient unit as recommended in NYSEDA audit.

2015: Install insulation as recommended in NYSEDA audit.

2015: Complete conversion of lighting fixtures for Palenville Location.

2015: Install programmable thermostat and radiator control valves

Completed: (updated) boiler system in 2009.

Window work in 2011.

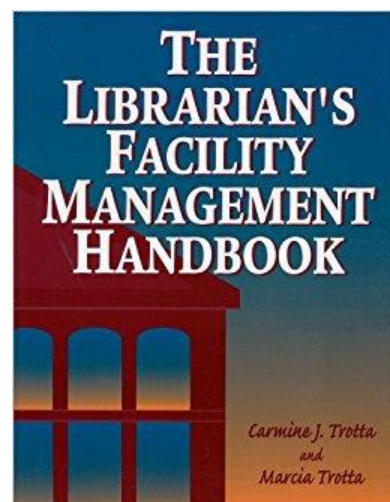
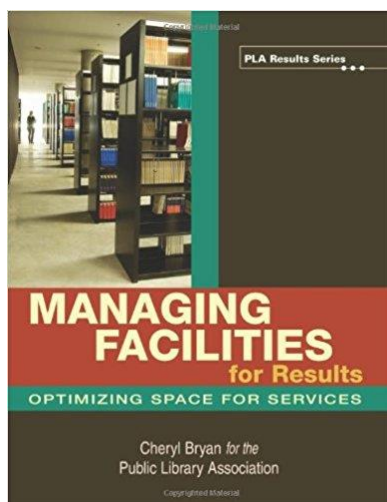
Conversion of lighting fixtures in Franklin St. in 2013.

❑ Plan for Expansion (if needed) (Both Facilities)

Not at this time. To expand would require purchase of neighboring properties, which are not on the market.

Catskill Public Library Facility Plan

Recommended Books





Where does the money come from?

Maintenance/Replacement


- Library's Budget
- Library's Capital Fund
- Grant Writing
- *Last resort: Fundraising*

Renovation & Expansion

- Capital Fund
- Fundraising & Grant Writing
- Capital Bonds
(public libraries, not association)

Common Grant Sources

- State Aid for Public Library Construction
- Special Legislative Grants
- Dormitory Authority of the State of New York (DASNY):
 - Community Capital Assistance Program (CCAP)
 - State and Municipal Facilities Program (SAM)



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State Aid for Public Library Construction Program @MHLS

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The State Aid for Public Library Construction Grant Program for our region is administered through the Mid-Hudson Library System. To learn more about this program please visit the [New York State Division of Library Development's web site](#).

- The Grant Application Portal is now closed.
- To get ready for the next round of grant funds:
 - Update (or create) your library's board approved, prioritized facility plan. (Need help getting started? Check out this [sample outline for a facility plan](#) from MHLS)
 - Watch for the Construction Needs/Intent to Apply Action Memo from MHLS in March 2017
 - Register for a [NYS Directory Service Account](#) (necessary to access the online application)
 - **FEIN and SED Vendor Number:** In order for a public library to apply for funding from the NY State Library's Public Library Construction Grant Program, the library must have its own FEIN number, which will enable the library to receive a NY State Education Department **vendor number**. A public library must be assigned a vendor number in order to receive construction grant funds.
 - No FEIN? You will need to [apply for one from the IRS](#).
 - No NY State Education vendor number? Barbara Massago in the NY State Library's Division of Library Development will help the library complete the process for receiving an SED vendor ID number. She can be contacted at Barbara.massago@nysed.gov or by calling (518) 486-4885.
- **Is your building more than 50 years old?** Check out the [State Historic Preservation Office \(SHPO\) Approval Documentation](#)
- **Environmental Assessment Form (EAF) Workbooks** (Department of Environmental Conservation)

<http://midhudson.org/nysconstructiongrant/>

Other Grant Sources

- Regional Economic Development Councils (NYS)
- Regional Community Foundation Designated Funds
- Banks & Credit Unions
- Family Foundations, example:
 - Stewart's Shops and the Dake Family Foundations



Tips:

- Follow the statewide news of **other library's capital campaigns** for inspiration and grant leads
- Keep **your state legislators** apprised of your short and long-term goals
- Pay close attention to **other large capital campaigns in your county**, read donor lists to find leads
- Pay attention to your **Regional Economic Development Council's** priorities and board members [<https://regionalcouncils.ny.gov/>]

Upcoming Webinars

- **March 22:** Certifiably Sustainable
- **April 4:** Introduction to the State Aid for Public Library Construction Program
- **May 9:** Sustainable Facilities: An introduction

<http://calendar.midhudson.org>



thank you!



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