Building for Your Future
Public Library Renovation and Construction from Dream to Dedication; a Brief Outline

A Webinar sponsored by the New York State Division of Library Development and the Library Trustees Association of New York State
June 2, 2016

Presented by: Jerry Nichols, Director, Palmer Institute for Public Library Organization and Management; Palmer School of Library and Information Science Long Island University; LIU Post.
Getting Started

Determine your role in the community

• Clarify your Mission
• Identify clientele, prioritize services
• Survey community, patrons, leaders & staff
• Evaluate demographics
• Define the Library’s civic, cultural & educational role
• Develop a Strategic/Long Range Plan
• Write up a Building Program
Building Your Team

First, firmly establish your roles as Trustees and Director

- Attorney
- Project Representative/Construction Manager - [http://www.cmaanet.org/](http://www.cmaanet.org/)
- Financial Advisors
- Insurance Agent
- Library Building Consultant
- Solicit input from staff, “Friends”, patrons and community
- Get your Board on board!
Evaluate Existing Facilities/Services

• Do a formal safety/environmental inspection of buildings & grounds

• Review ADA compliance;
  • Consider Access as your Mission

• Perform a technology review

• Evaluate current building/site use

• Critically examine existing service program
  • Who isn’t being served?

• Take the long view;
  • Think about Sustainability for the next 50 years
The Building Program Statement

• General Purpose
  • Reaffirming your Mission
  • Establishing your Goals
  • The Architect’s RFP
  • Public Relations Foundation

• Scope
  • Background of Library & Community
  • Specifying Service Program Goals
  • Summary of Existing Facilities

• Staff Involvement
• Using a Consultant
• The Program as a building block

*Build your building around your service program; not your service program around your building!*
Critical Design Issues

- Your Building in “Context” or as a “Statement”
- Flexibility/Adaptability
  - Future = Change
- Accessibility
  - Beyond ADA; Think Inclusiveness
- Sustainability
  - Politics and Environment!
    - LEED status - http://www.usgbc.org/
- Affordability
  - Being reasonable within your Principles
    - Pros & Cons of “Magic Numbers”
Developing Plans

The Schematic Design Phase:

• Review alternatives
• Solicit staff ideas
• Develop concept & budget with architect & CM
• Submit project description to appropriate authority (S.E.D./local municipality)
• Secure environmental clearances (SEQR)
• Initiate financial negotiations with appropriate parties (School district, Municipality, Banks, Community Development Agency, Dormitory Authority)
Playing Politics

• Secure basic support (school board, political & civic leaders, Library groups, etc.)
• Secure preliminary project approval from S.E.D. or Municipality
• Set time and place of vote
• Inform community with a clear, concise building campaign

GET OUT THE VOTE!!!

Now that you’ve won, the real work begins!
Finalize Design and Working Drawings

- Solicit staff comments
- Review all design aspects critically
- Coordinate all foreseeable construction; temporary conditions
- Understand the phasing of the project
- Be involved in all meetings and design decisions
Closing the Deal

• Finalize Contract Documents
  • Review legal aspects and insurance
  • Scrutinize architectural plans & specifications
  • Secure final approval from S.E.D., municipality or DASNY (building permits)
  • Wicks Law considerations/ Project Labor Agreements

• Bidding/Contract Awards
  • Bid Bonds
  • Pre-bid Conferences
  • Bid Openings: Go “by the book”
  • Thoroughly review contractors’ qualifications
  • Insist on proper materials/payment bonds/insurance
Project Management

• Establish authority of Director, Project Rep/CM and Architect vis-à-vis Board of Trustees
• Hold pre-construction meetings to develop ground rules between owner, architect and contractors
• Thoroughly consider the implications of Phased projects
• Communicate to all parties at all times
• Meet payment schedules
• Expect problems!
Project Management, continued

• Keep daily site reports
• Put everything in writing
• Coordinate and cajole architect and contractors to maintain momentum
• Keep staff and community informed
• Ask for help, ideas, suggestions - don’t go it alone
• Maintain your perspective and common sense!

• Stay involved and have fun!
Typical Problems

• Change Orders...a way of life
• Timely Decision-making
• Renovation Challenges
• Project Coordination – Wicks Law Issues
• Timely Payment of Invoices
• Sub –Contractor Issues
  • Payroll certifications
  • Certified payments
  • Liens
• Performance Bond Default
• Chain of Command Issues
Closeout

- “Substantial Completion”
- The “Punch list”
- Finishing Touches
- The Dedication
- The Letdown
- The Future
What Not to Do

• Start with the number rather than the Vision
• Micromanage the Project – “Too Many Bosses”
• Fall in love with the Architect or Contractor
• Assume there will be no problems
• Underestimate the time to completion
• Refuse to Compromise
• Expect Perfection
Trustee Resources

• Library Trustees Association of New York State: www.librarytrustees.org

• New York State Division of Library Development: http://www.nysl.nysed.gov/libdev

• Association of Library Trustees, Advocates, Friends and Foundations: www.ala.org/united

• New York Library Association: www.nyla.org

• Mid-Hudson Library System Trustee Resources: http://midhudson.org/topics/director-resources/facilities
Credits

- Slide 1: Moffat Public Library Design Proposal; Butler Rowland Mays Architects
- Slide 2: Bay Shore-Brightwaters Public Library Children's Room; Beatty Harvey Associates
- Slide 5: Queensland Library 1946
- Slide 7: Suffern Public Library Reading Room; Beatty Harvey Associates
- Slide 8: Rogers Memorial Library; Beatty Harvey Associates
- Slide 9: Cold Spring Harbor Library; Beatty Harvey Associates
- Slide 10: Goshen Public Library conceptual floor plan; Butler Rowland Mays Architects
- Slide 12: Goshen Public Library conceptual rendering; Butler Rowland Mays Architects
- Slide 13: Backhoe: https://www.flickr.com/photos/amorton/
- Slide 14: Cracked Egg: https://www.flickr.com/photos/29487672@N07/
- Slide 15: Freeport Memorial Library Dedication 1928
- Slide 16: Freeport Memorial Library Memorial Room 1986
- Slide 17: “Wonder”: https://www.flickr.com/photos/29487672@N07/
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