

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



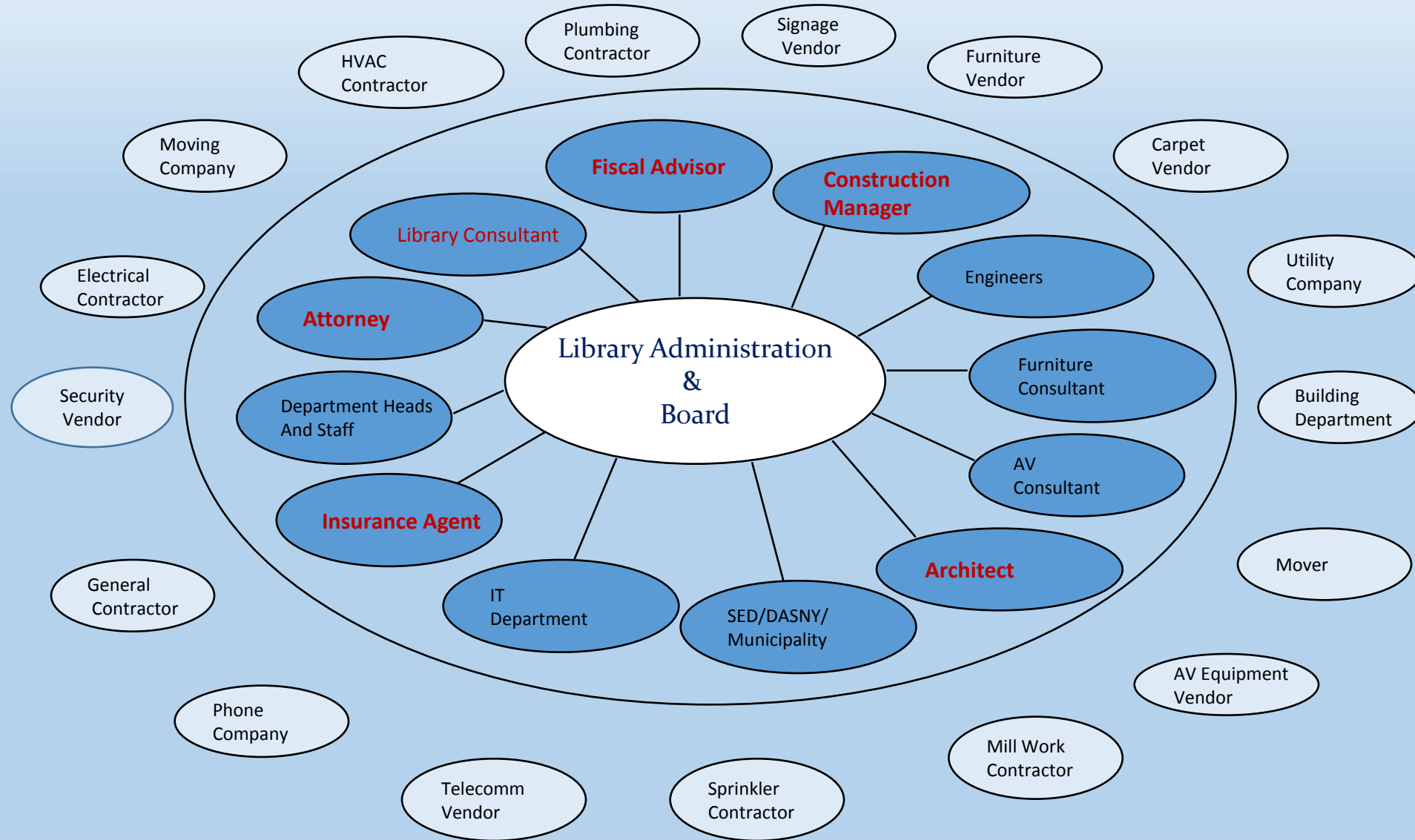
Building Your Team

First, firmly establish your roles as Trustees and Director

- Attorney
- Architect- <http://www.aia.org/>
- Project Representative/Construction Manager- <http://www.cmaanet.org/>
- Financial Advisors
- Insurance Agent
- Library Building Consultant
- Solicit input from staff, “Friends”, patrons and community
- Get your Board on board!



Typical Project Universe



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!



Conceptual Rendering Entry
Coshen Public Library and Historical Society



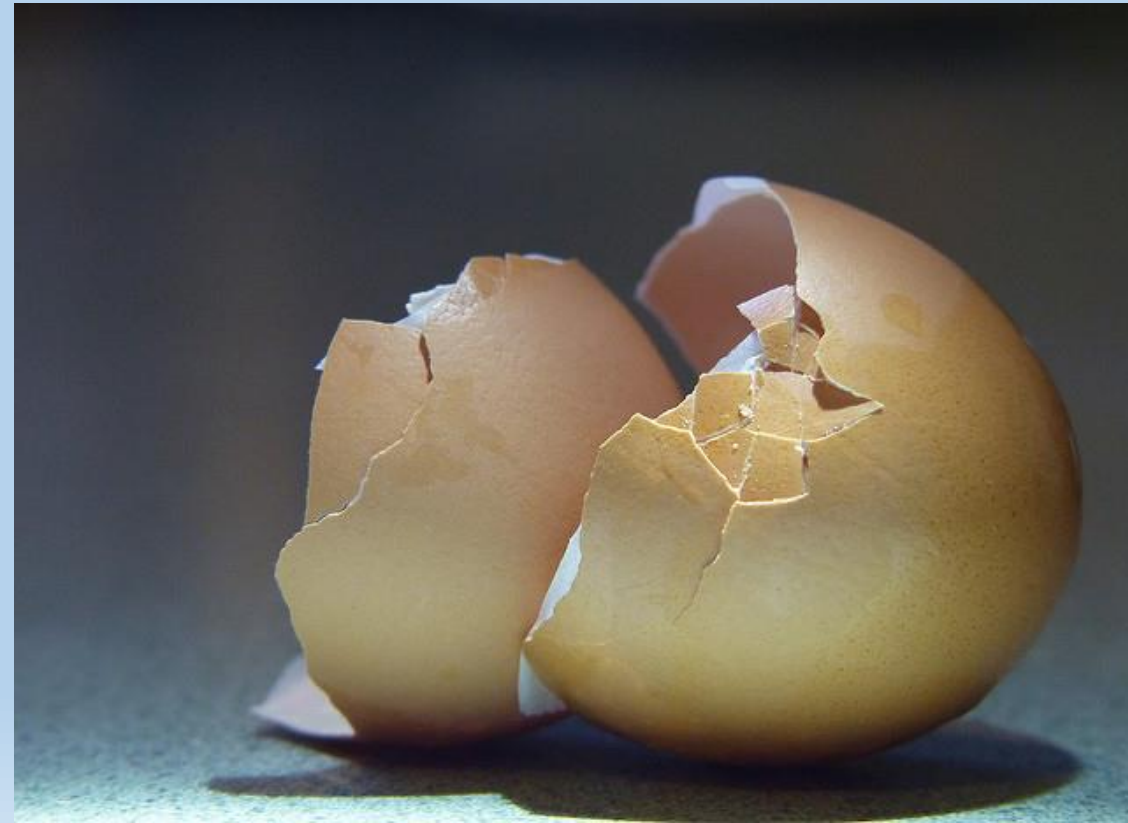
Project Management, continued

- 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!



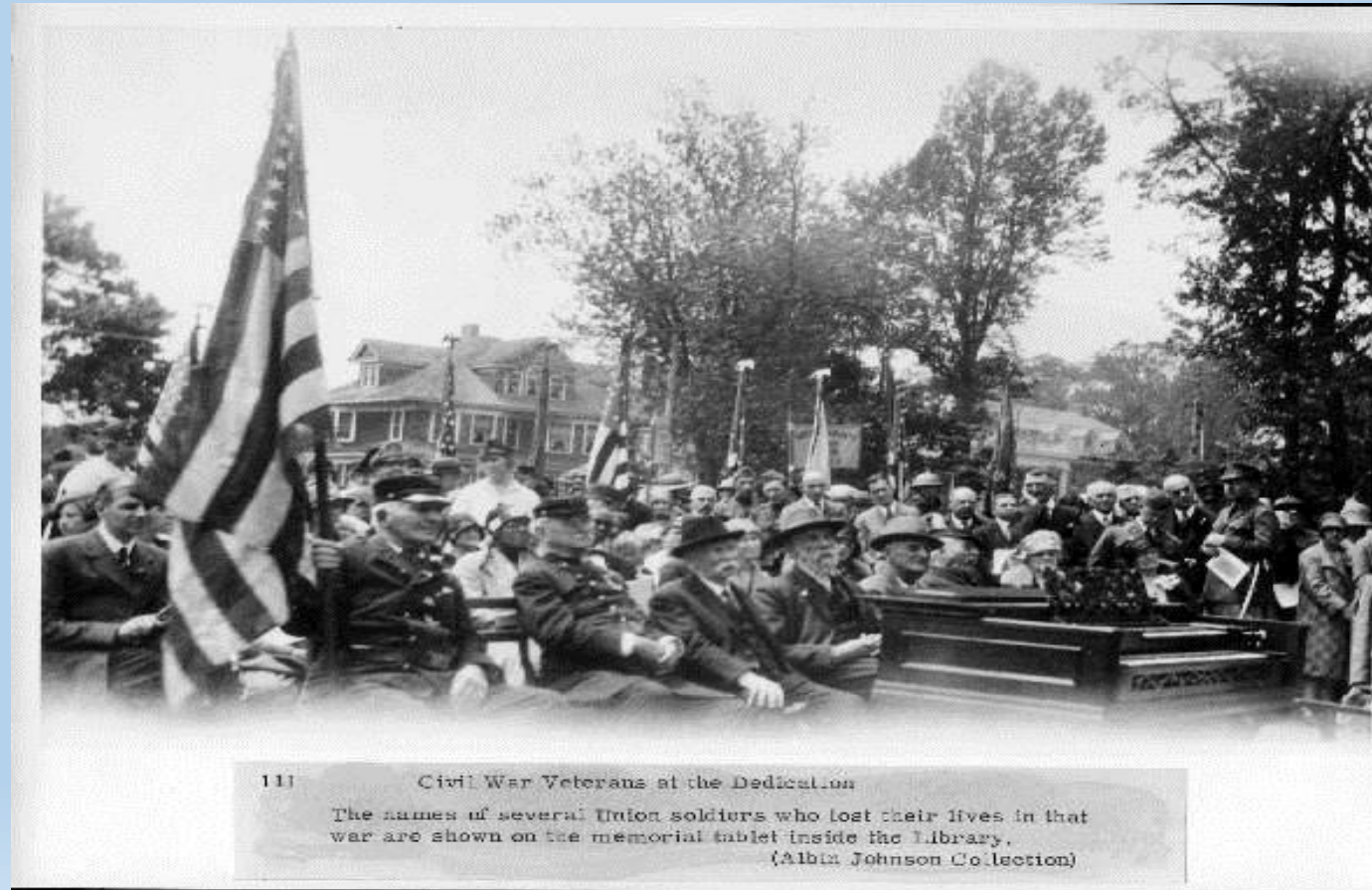
Typical Problems

- 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 3: "Rowboat": <https://www.flickr.com/photos/atomahoke/>
- Slide 5: Queensland Library 1946
- Slide 6: "Balancing Rocks": <https://www.flickr.com/photos/wwwworks/>
- 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 11: "Pile of Paper" <https://www.flickr.com/photos/jepoirrier/>
- 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@No7/>
- Slide 15: Freeport Memorial Library Dedication 1928
- Slide 16: Freeport Memorial Library Memorial Room 1986
- Slide 17: "Wonder": <https://www.flickr.com/photos/29487672@No7/>

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.