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Page 1

Q1

Contact Info

Name	Andrea Simmons
Library	Ballston Spa Public Library
Email Address	asimmons@sals.edu
Phone Number	(518) 885-5022

Q2

What are the goals and objectives of your project?

Ballston Spa Public Library plans to continue to work with architect, Paul Mays from Butler Rowland Mays. Last year we hired him to develop a Master Plan that included library renovations and additions.

He now needs to produce design development documents of phase 1A and phase 1B. The goal of this project is for Paul Mays to create schematic level HVAC and structural layouts and architectural details to the existing conceptual design in order to facilitate existing hazardous material mitigation scoping and overall project budgeting.

Q3

How will this project change the library building?

The project documents will include architectural and engineering designs to prepare the for the next step in the renovation process. While this project won't physically change the building, but rather this project will move the process along to then get to the physical renovation phase.

Q4

How will this project benefit your patrons?

This project will eventually benefit patrons because it will be the next step in the construction process. Phase 1A and 1B which the design development work focuses on, includes a reading/activity room, local history room and redesigned stairwell and lobby area. These additions will give patrons additional space to work and study as well as a meeting space for activities. The dedicated local history room will house local history documents that would otherwise deteriorate in it's current space. The stairwell phase will make that entrance more accessible.

Q5

What is the timeline for the project?

This design work is slated to begin late spring to early summer 2023.

Page 2: Project Assessment

Q6

EVALUATION: What tools will you use to evaluate the program quantitatively (i.e. statistics)? What tools will you use to measure the program's success qualitatively?

One way to evaluate the project success are completed architectural and engineering plans . Also, these plans will successfully aide professionals in mitigating hazardous materials in the areas of phase 1A and 1B.

Page 3: File Uploads

Q7

Upload WALK-THROUGH NARRATIVE

Challenge%20Grant%20Narrative%202023.pdf (51.6KB)

Q8

Upload PROJECT BUDGET

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Q9

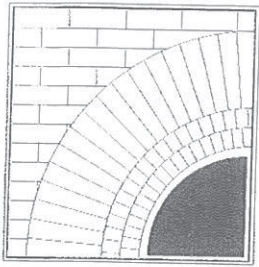
Upload PHOTO DOCUMENTATION

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Q10

Respondent skipped this question

Upload LONG RANGE PLAN OF SERVICE



BUTLER ROWLAND MAYS

ARCHITECTS, LLP

57 West High Street
Ballston Spa, NY
12020

PH: 518 885 1255
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www.brmarshitects.com

ARCHITECTURE

INTERIORS

PLANNING

Steven G. Rowland, RA
Paul K. Mays, RA
Licensed NY/CT

SERVICES AUTHORIZATION

Re: Design Development Work – Master Plan Phase Ia and Ib Additions
Ballston Spa Public Library

March 16, 2023

Between the Owner:

Ballston Spa Public Library
21 Milton Avenue
Ballston Spa, New York 12020

and the Architect:

Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, NY 12020

PROJECT NAME AND SERVICES DESCRIPTION:

Design Development Work – Master Plan Phase Ia and Ib Additions to incorporate schematic level HVAC and Structural layouts and Architectural details to the conceptual design, in order to facilitate existing hazardous materials mitigation scoping and overall project budgeting.

Services include architectural and engineering design, and development of illustrative documents for the purposes of defining modifications to the existing building, to include floor plans, roof plan, reflected ceiling plans, system routing plans, and a building section, as follows:

Construction Document Phase

- Further development and refinement of previously produced conceptual ideas (see Master Plan, Phase Ia) for the Reading Room Addition on the Main Level, and Local History Room below on the Lower Level, including schematic layout of structural elements, HVAC components, electrical routing, etc.;
- Further development and refinement of previously produced conceptual ideas (see Master Plan Phase Ib) for the Elevator/Exit Stair/YA Space Addition, including schematic layout of structural elements, HVAC components, electrical routing, etc.;
- Presentation of design ideas and budgets (up to three meetings), and discussion of options with the Committee, in establishing the above criteria;
- Coordination of engineering work for Structural and Mechanical trades into the Architectural Design;
- Production of Design Development Documents (Drawings and technical specifications as notes on drawings) necessary to describe the improvements developed above;
- Coordination with the Owner's Hazardous Materials Evaluation Firm, to facilitate appropriate areas and quantities of testing and mitigation, and options for same;

Construction Documents, Bidding, and Construction Administration Phases

- Development of Construction Documents for bidding and construction of Phases Ia and Ib will be deferred until such time as the Owner authorizes commencement of that work to proceed, and the fee for these services will be determined from the overall Master Plan budgets and any new information at that time;
- Administration of the bidding period, including responses to bidder Requests for Information, and facilitation of a Pre-Bid walk-through for Phases Ia and Ib will be deferred until such time as the Owner authorizes commencement of that work to proceed, and the fee for these services will be determined from the overall Master Plan budgets and any new information at that time;
- Construction Administration, including site visits during construction, review of shop drawings, processing of contractor applications for payment, and final project closeout paperwork for Phases Ia and Ib will be deferred until such time as the Owner authorizes commencement of that work to proceed, and the fee for these services will be determined from the overall Master Plan budgets and any new information at that time;
- Assistance with ordering flooring materials and furnishings on New York State Contract, selection of finishes, and specification of selected materials for Phases Ia and Ib will be deferred until such time as the Owner authorizes commencement of that work to proceed, and the fee for these services will be determined from the overall Master Plan budgets and any new information at that time;

ARCHITECT'S FEE:

The fee structure is broken down as follows. These fees are given as lump sums, based on a breakdown of the estimated time for our tasks for these parts of the project.

Design Development Phases Ia and Ib Lump sum fee of: \$20,000.00 + reimbursables

The fees above do not include standard reimbursables (mileage, copies, printing, faxes, etc.) as defined by the AIA Standard Form of Agreement Between Owner and Architect. The anticipated work includes the services of additional Design Team engineers related to the structural, mechanical, and electrical fields. If, during the course of the design work, the Committee and Architect agree that additional features should be added to the scope of work for the project, then the necessary disciplines will be added to the Design Team at a mutually agreed fee prior to commencement of these additional services.

The project will be billed monthly, based on a percentage of completion for each of the scopes above. Payments are due within thirty days of the invoice date.

TERMS AND CONDITIONS:

Services provided will be subject to the following assumptions:

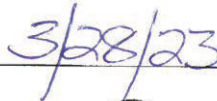
1. Services are limited to Design Development of the specific Phases (derived from the Master Plan) noted above. No site engineering services are anticipated. Work past the DD Phase, or work on other Phases of the Master Plan, are not included at this time.
2. There are no municipal/jurisdictional review processes (Planning Board, Zoning Board, etc.) that are anticipated for this project. If any approvals are required, BRMA will provide a quote for such additional services for approval prior to commencement.
3. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently found in window glazing compounds and sealants, or certain fixture ballasts), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. If deemed necessary, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services for remediation.
4. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. We will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.
5. It is understood that if the scope of the Project in whole or in part is materially changed, fees will be adjusted accordingly as mutually agreed upon, prior to commencement of the work.
6. It is understood that funding for professional services is available and accessible for our work.

I/We authorize Butler Rowland Mays Architects, LLP to perform the listed services.


Owner:


The Ballston Spa Public Library

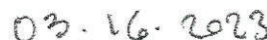
Date:



Architect:


Paul K Mays, RA, Principal Butler Rowland Mays Architects, LLP

Date:



Southern Adirondack Library System
2022 Challenge Grant Application

Budget:

In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services	\$5,000	\$15,000	20,000.00	The cost for hiring Paul Mays to do design development work for the BSPL Master Plan.
Equipment			-	
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 5,000.00	\$ 15,000.00	\$ 20,000.00	

Library Director Signature:

Andrea Simmons

Board President Signature:

Abigail Quinn

Date:

3/31/23

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.

Ballston Spa Public Library- Challenge Grant 2023

Proposed
Reading/Flex
Space Area
BEFORE →



Proposed
Local History
Room
BEFORE →



Current
Children's
Room



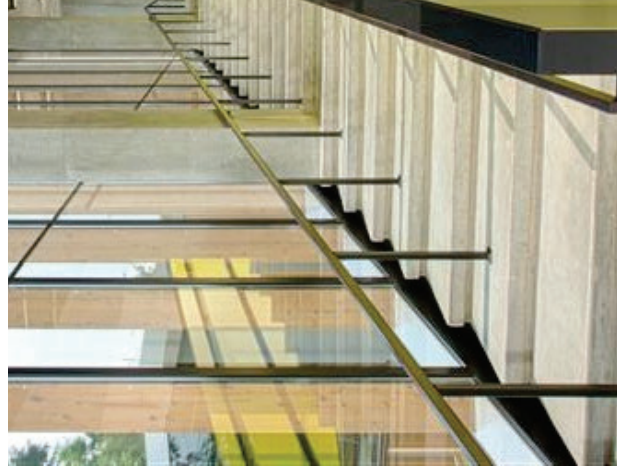
Examples of Proposed Children's Room Designs



Current
Stairwell



Example of
Proposed
Stairwell





Community Based Plan of Service 2021-2026

21 Milton Avenue
Ballston Spa, NY, 12020
Ph. (518) 885-5022, Fax (518) 885-2205
<http://bspl.sals.edu>

Adopted by the Board of Trustees
October 12, 2021

Library Board of Trustees 2021

Andy Manion- President
Meredith Tower- Treasurer
Linda Gawrys- Secretary
James Carter
Lori Acee

Library Director:

Andrea Simmons

Long Range Planning Committee: Andy Manion, Meredith Tower, Amy Jenkins, Andrea Simmons

Background:

The Ballston Spa Public Library (BSPL) was chartered in 1893 by the State of New York, to serve the residents of the Village of Ballston Spa. It existed in various locations throughout the village, until a permanent home was built for it in 1959. The library was expanded in 1971, remodeled in 2005 and had an elevator installed in 2008. The current building is two stories, and fully handicapped accessible. The Village of Ballston Spa now has approximately 5,556 residents, and is the county seat of Saratoga County.

Today about 50% of library patrons are village residents. Another third reside in the adjacent towns of Milton. The remainder come primarily from the townships of Malta, Ballston, Galway and Charlton.

Between 60% and 80% of library funding comes from the Village each year. The towns of Milton and Charlton are regular contributors, as is the Ballston Spa Central School District, via budget proposition. A small amount is received annually from Saratoga County.

Ballston Spa Public Library's By-Laws can be found at: <http://bspl.sals.edu>.

Demographic Review:

Ballston Spa Public Library is chartered to serve the Village of Ballston Spa. As of 2019, the total population was 5,469 and the median age was 41.1. The median household income in 2019 was \$61,378. In 2019, for a family of four, 23% lived below the poverty line*. In 2019, 20.5% of the population was 17 years old or younger.

Sources: *aspe.hhs.gov, U.S. Census Bureau, Census 2010, ESRI forecasts 2019 and 2024

Mission Statement:

Ballston Spa Public Library is a learning center and gathering place. The needs of our community drive our services. As a result, we take a personal interest in ensuring that services are delivered in a welcoming, convenient, and responsive manner.

Vision Statement:

Our library strives to inspire learning, creativity and inclusion. We aim to be the cornerstone for our community's life-long learning efforts, social and cultural well-being.

Value Statements:

The following values guide our decisions and actions.

» Access and intellectual freedom

- ↳ BSPL values making materials in all formats available to patrons.
- ↳ We believe materials on all topics should be accessible to all library users.

» Excellent customer service

- ↳ BSPL values and respects its patrons, community partners, volunteers and staff.
- ↳ We are committed to providing welcoming, courteous and efficient service.

» Education & Lifelong learning

- ↳ BSPL values educational, inclusive and diverse programming for patrons of all ages.
- ↳ We believe the passion for learning is essential in all stages of life.

» Preservation

- ↳ BSPL values maintaining the historical resources and make them available to patrons in-house and out of the area.
- ↳ We are committed to preserving and promoting Ballston Spa's rich history.

» Community

- ↳ BSPL values teamwork, partnerships and serving the community.
- ↳ We are committed to fostering a strong and welcoming learning environment.

» Accountability

- ↳ BSPL values wise planning and responsible stewardship.
- ↳ We are committed to providing efficient use of public funds and resources.

Planning Environment and Description:

The Library Director formed a committee in February 2021 to meet monthly. The committee consisted of the Library Director, two Library Board trustees and a member of the community. The prior Plan of Service was reviewed, current programs and services discussed, and research of other libraries throughout the state was conducted. Survey questions for the community were created and shared with the library's Board of Trustees. The Trustees provided feedback and the final survey went live via Survey Monkey on June 1, 2021 on the library website. The survey was promoted by various community based websites and social media platforms. Paper copies of the survey were available at the library, Village of Ballston Spa city hall, a community center and senior housing complex.

Planning Procedure:

Data used in creating this plan was gathered in several ways.

- Compiled statistics from Census.gov, Village of Ballston Spa Economic Development Plan, and BSPL monthly circulation and program statistics
- An online survey
- A paper survey
- Input from BSPL staff
- Input from the BSPL board of trustees

Evaluation:

The survey focused on several key areas- programming, hours of operation, library usage by patrons, opinions on the interior and exterior of the library, strength of the library collection and customer service.

The results were reviewed with a focus on areas where improvements can be made. It is these areas of opportunity that have shaped the goals for the Plan of Service.

Revision Process:

The committee and the Library Board reviewed and discussed the results of the community survey. The goals were determined based on these discussions. For each goal, the following were identified: objectives, activities, resources required and how success will be measured. The document was shared with the Library Board for feedback. Revisions to the document were made and the Library Board approved the plan.

Goals and Objectives:

I.) Goal: Taxpayers and residents of the Ballston Spa School District will have ready access to a diverse and wide variety of materials in the library book and media collection.

1.1) Objective: Each year, the Ballston Spa Library will increase the number of diverse book and media offerings in the library by 10%.

Activities:

1. Annually, staff will review the collection & order needed materials.
 - a. Staff will weed out any item in the collection that has not been circulated in 3 years and/or damaged items.
2. Staff will look at *Library Journal* magazine and websites like bookriot.com and diversebooks.org for recommendations of diverse purchases in these areas: black authors, Latinx authors, LGBTQ authors, and people with disabilities.
3. Determine the destination of weeded library materials (library book sale or have Bulk Book Warehouse pick them up)

Resources Required:

- 1) Funding dedicated to books/media collection
- 2) Staff time

- 3) Supplies for weeding out – boxes, sharpies
- 4) Plan for weeding out books – boxing up books

Evaluation Method

Each year track the number of offerings and the amount of budget spent on collections with a focus on diversity.

II.) Goal: Taxpayers and residents of the Ballston Spa School District will have ready access to a diverse and wide variety of library programming.

2.1) Objective: Each year, the number and variety of tween/teen children's programming will increase by 10%.

2.2) Objective: Each year, daytime programs aimed at homeschool families will increase by 10%

2.3) Objective: Each year, the number and variety of adult's programming will increase by 10%.

2.4) Objective: Each year, hold quarterly programs for "day hab" clients of Saratoga Bridges.

Activities:

- 1) Staff will poll patrons about the programming they would like to see offered.
- 2) Staff will coordinate with the Friends of the Library to bring diverse and exciting programming to the library.
- 3) Staff will join Facebook Homeschool groups in order to connect with homeschool families. Doing so will allow information about programs to reach targeted families

3) Staff will research programs offered at other libraries to determine what offerings could be added to our programming.

4) Staff will contact Saratoga Bridges and form a relationship with the program director.

Resources required:

1) Staff time

2) Coordination between staff and Friends of Library

3) Program funding

4) Space to hold programming and hours convenient to the public

Evaluation Method:

Each quarter, track the amount of programs offered to the targeted groups listed above.

III.) Goal: Taxpayers and residents of the Ballston Spa School District will have increased access to the library, with library hours increasing to 6 days a week (including no less than 2 evenings open until 8 and longer Saturday hours) in order to borrow materials, conduct research, attend programs and attend meetings.

3.1) Objective: 60% of patrons will indicate that they have increased their usage of the library because of an increase in the variety of hours the library is open.

Activities:

1) Staffing

2) Review and revise job descriptions. This will ensure that all library tasks are properly achieved during each shift

3) Prepare and schedule staffing creatively to cover more hours and a variety of hours

4) Examine other libraries schedules and staffing to help guide Ballston Spa Public Library hours.

Resources

1) Staffing

2) Funding

3) Coordinate with the Friends of the Library to help determine hours – especially in the evening and weekend when events and programming may take place.

Evaluation Method

Track gate count numbers throughout the day. Evaluate library traffic every six months.

Conduct a follow-up in depth survey yearly to ensure the library hours are meeting the needs of the community.

IV.) Goal: Taxpayers and residents of the Ballston Spa School District will have an updated, comfortable, clean and accessible library interior.

4.1) Objective: Each year, the library will focus on updating an interior portion of the library.

Activities:

1) Conduct a “walk through” of the library with interested parties – including staff, Library Board and Friends of Library representatives to compile a list of needs and wishes for the interior of the library – especially with regards to updated seating.

2) Add a “Donation button” to the Ballston Spa Library website with a description of what the Library is fundraising for.

3) Compile a quarterly “wish list” to be published on the website for small items patrons may want to donate (ie- stamps, gently used items).

3) Order materials

Resources Required:

1) Staff and volunteer time

2) Funding for furniture and other items such as water fountains, updated lighting, etc.

Evaluation method:

Review the improvements list annually and track projects completed.

On March 28th, library director, Andrea Simmons met with patron, Anne Solsky. Anne is a mother of two young school aged children and active library-goer. She is familiar with all areas of the library as she browses as an adult, parent and participates in programs.

During the walk-through they discussed the current building and layout. Then they discussed the master plan and the slated changes proposed. Anne discussed that her children love the current children's section, but thinks the redesigned children's section will benefit children and their caregivers even more. She likes the fact that the room is enclosed for security and noise control. There will be more casual seating for family interactions.

Anne indicated that the redesigned community room will enhance programs. In addition, the creation of a reading room and small meeting room will allow patrons more spaces to study, read and collaborate.

She felt a new dedicate space for tweens and teens was important in attracting that group of patrons. Anne went on to say an updated space will entice and welcome all patrons. Furthermore, she said the proposed redesigned space will match the warm atmosphere fostered already by the staff.