



A Campaign for the LaGrange Association Library

Creating Possibilities for Community

November 2019

PROLOGUE: THE STORY OF AUSTIN T. FINK AND THE LAMP TO LIGHT THE WAY



Many LaGrange residents are familiar with the small back road that runs parallel to a short section of Route 55 near Arlington High School named Dr. Fink Rd. – the same Dr. Fink Rd. where the little one room schoolhouse that once housed a mini-library is located.

But most residents don't know who Dr. Fink was or why he has a street named after him. You might guess that he was a principal or schoolteacher, given the location of the old schoolhouse and the new high school, but you would be wrong.

According to the LaGrange Historical Society, Dr. Fink Rd. is named after Austin T. Fink, who really was a doctor. He was born in Peekskill in 1843 and served there as an assistant postmaster until he enlisted in the United States Navy and went off to fight in the Civil War. After being honorably discharged, he attended the University Medical College – perhaps because he saw so many who were wounded and permanently maimed in that terrible conflict, though we'll never know for sure. When he graduated in 1869, he moved to LaGrange to practice medicine, a practice that lasted some 40 years.

Dr. Fink was certainly a busy man, serving as our town's Postmaster (seems like he couldn't get postmastering out of his blood), Justice of the Peace, and Health Officer during his lifetime. The town's mailboxes were right inside his home, but sometimes his medical duties meant he wasn't home to let folks in to get their mail. So, he used a flagpole as his signal – if the flag was up, he was home and the mail was in!

No doubt the residents of LaGrange respected Dr. Fink for his knowledge and the position of authority he had in town. But the thing about Dr. Fink was that even as busy as he was, **he went the extra mile for the people of LaGrange**, and by the time of his death he was universally liked. People remembered that when there were times of drought, he let the townspeople bring their pails and draw water from his well (which seemed to never run dry). We can imagine that like many small-town doctors of his era, he probably traded his medical services for whatever folks could pay him with – eggs, milk, or manual labor around his property.

But the thing that struck us most about Dr. Fink, and what many residents of his day remembered about him, was his habit of leaving a burning kerosene lamp outside his home each night. He left it there to light the way for anyone who might need his help after dark.

Such a simple act, yet his spirit of simple service still speaks across the years to inspire us today. Dr. Fink died in 1913, but we can claim this inheritance and carry on his tradition.

Read on to learn more about our Capital Campaign and how you can follow Dr. Fink's example by leaving a lamp burning to light the way for a new generation of LaGrange residents.

SUMMARY

Ranking the **6th highest in circulation** out of 66 libraries in the Mid-Hudson Library System, the **LaGrange Association Library** has proven its value over the last 28 years, providing valuable services that contribute to digital equity and lifelong learning and offering free or low cost access to educational, cultural, and career resources vital in today's world.

But what about the world of tomorrow? What trends should we be watching? And can the current Library facility deliver? What do the residents of LaGrange want from their local Library? As the lease for our current space was ending, we looked at these questions and asked the community what they thought. We heard important feedback about changes needed and areas to grow.

The result was the decision by the Board of Trustees to **move the Library to LaGrange Town Center**, expand the square footage dramatically, and design the library to meet current and future needs in programming, meeting space, and community fellowship.

Our vision is that the relocation of the LaGrange Association Library to a new, central location within the Town of LaGrange and its re-creation as a bright, open, multi-use community space will make the Library **an anchor in Town Center**, bringing more families, more shoppers, more investment and - most importantly - more sense of community to LaGrange. It will deliver needed services today and be ready for whatever tomorrow brings.

The Capital Campaign for the LaGrange Association Library is a unique opportunity for LaGrange residents and other philanthropists to make a real difference in the future of our town by supporting the construction and re-furnishing of the Library.

We are asking generous donors to step forward and lead the way for the community to follow.

This bold vision can't become a reality without you!

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INTRODUCTION

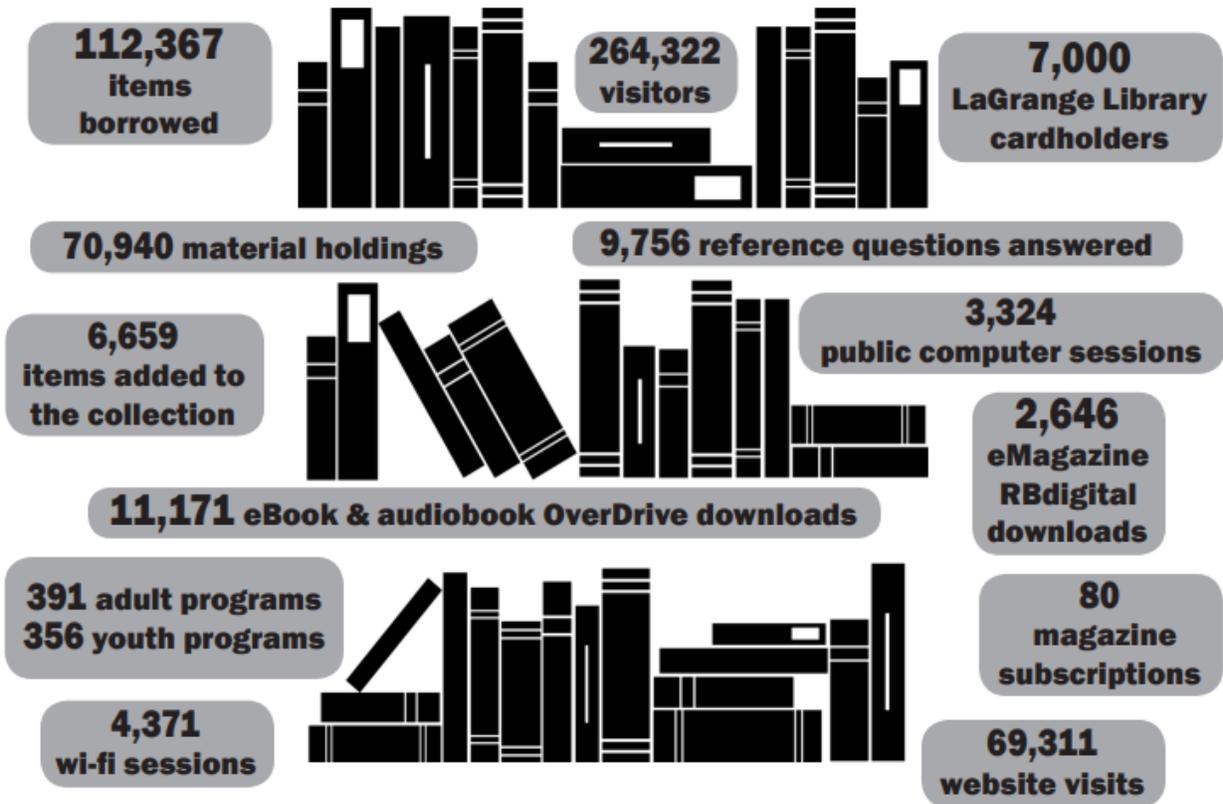
MISSION STATEMENT

OUR MISSION:

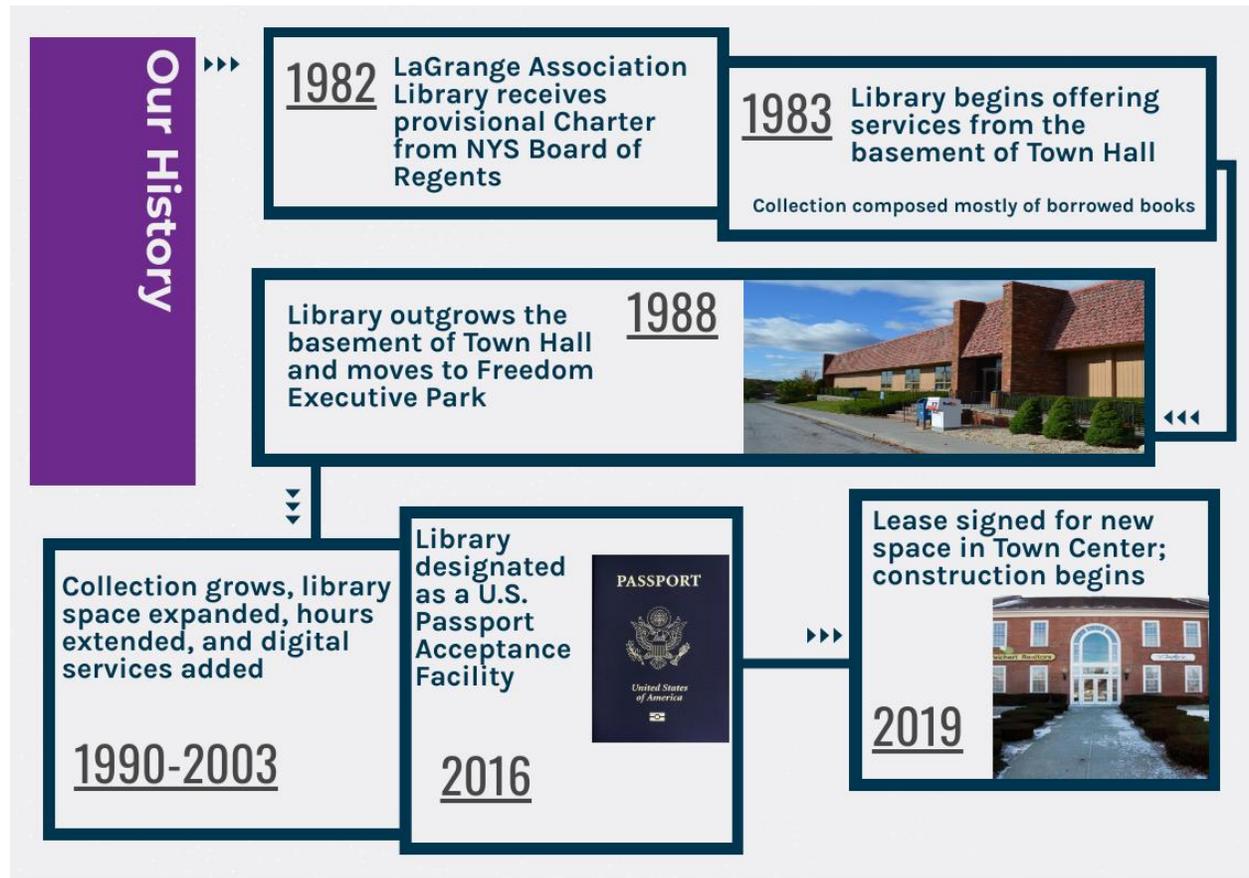
To provide opportunities for education, enrichment and recreation to the people of the LaGrange community

A SNAPSHOT OF THE LAGRANGE LIBRARY

2018 By the Numbers



HISTORY



POSSIBILITIES AND CHALLENGES FOR THE LAGRANGE LIBRARY

STAYING RELEVANT

According to the Pew Research Center's 2016 survey of library usage:

“Many Americans are interested in libraries offering a range of services – including those that help people improve their digital skills and learn how to determine what information is trustworthy. People think that libraries are a major contributor to their communities in providing **a safe place to spend time**, creating **educational opportunities** for people of all ages, and **sparkling creativity** among young people.

Overall, a large majority of Americans age 16 and older (77%) think libraries provide them with the resources they need. **This is especially true for young people.**¹

¹ <https://www.pewinternet.org/2016/09/09/americans-attitudes-toward-public-libraries/>

When asked why they visit public libraries in person, an **increasing number of people** say they visit libraries to:

- Attend classes, programs, and lectures
- Attend meetings of a group they belong to
- Use high-tech equipment, such as 3-D printers

And if you're asking yourself if the local LaGrange Library is still relevant, the answer is a resounding YES!



The Library continues to thrive, presently ranking the 6th highest in circulation out of 66 libraries in the Mid-Hudson Library System.



The Library offers informational, educational, and recreational programs for all ages, including early literacy, STEAM learning, health, finance, and arts and crafts. Students come for tutoring and quiet study. Clubs for home schoolers, knitters, Bridge, and Scrabble game players meet at the Library.



The Library is a center for digital inclusion, providing free wi-fi Internet access, computers for job searches, job applications, and more; and for low cost printer, photocopier, and fax machine use.



In 2016, the Library became a U.S. Passport Acceptance Facility, providing 37 convenient weekly hours of service, including Saturdays.

But the only way to remain relevant is to listen to your community – so the LaGrange Library “turned outward.”

LISTENING TO THE COMMUNITY

In 2018, the LaGrange Association Library participated in the **Turning Outward Program** coordinated by the Mid-Hudson Library System and endorsed by the American Library Association. Turning Outward is a step-by-step process developed by The Harwood Institute for Public Innovation. It entails taking steps to better understand communities by engaging neighbors in kitchen table style conversations to find out what really matters to them; changing processes and thinking to make libraries more community-focused; being proactive to community issues; and putting community aspirations first.²

Hosting Community Conversations at the Library and in the town of LaGrange, the Library's Turning Outward Committee requested input from residents, community leaders, elected officials, and school administrators on their aspirations for the LaGrange community.

Overall, participants expressed a desire for a **diverse, inclusive community** and **opportunities to bring people together**; residents do not know their neighbors and would like more opportunities to get to know them. Also, due to its geographical layout and predominantly Poughkeepsie addresses/zip code, LaGrange must increase its efforts to promote a strong **town identity**. Information on the local history of the area is greatly desired. Participants noted that there is no centralized community calendar for all activities and events in the town and its schools. Another strong theme that emerged was the need for a **Senior Center and/or a Community Center** with activities/events for all ages.³

Not surprisingly, these themes ran parallel to Pew's findings at the national level, albeit with some decidedly local concerns added in.

RESPONDING TO THE COMMUNITY'S NEEDS

The Library sprang into action to respond to some of these needs. The "Burbio" comprehensive community calendar was added to meet a need identified in the Turning Outward findings in a cost-effective way. Contact has been made with the LaGrange Town Historian to have local history presentations soon and we are creating a local history collection of materials for reference, research, and information.

Some of the things we learned in the Turning Outward program only reinforced what we had known to be true already: **we had other challenges that would require some big thinking and lots of work to overcome.**

² "Turning Outward Resources for Libraries", American Library Association, January 13, 2014. <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/resources-for-library-professionals> (Accessed February 14, 2019) Document ID: 34eb7d56-c186-3014-39ee-85791199047a

³ "Turning Outward Program Report to the Community", http://laglib.org/turningoutward_finalreport.pdf

THE CHALLENGES WE FACE



The residents of LaGrange want ways to bring people together so they can develop a sense of community, but our current facility is not conducive to hosting such gatherings.

The LaGrange Library has one small ‘community room’ that also doubles as a storage space and can hold no more than 15 to 20 people comfortably. The ‘community room’ is not accessible when the library is closed, and although it is available for LaGrange organizations to reserve, it also is used for the Library’s adult and youth programs, limiting the days and times the community can use it. Its small size and lack of modern technology for visual presentations make it difficult for the library to attract quality speakers and limits what programs the library can offer.



The residents of LaGrange want to feel connected to their town and its history, and our Town Board created a “Town Center” to help achieve this. Unfortunately, our library is far from “Town Center” – so far, in fact, that it has a Poughkeepsie mailing address!

Our current location on the western edge of the Town of LaGrange makes us hard to reach and keeps us on the ‘fringes’ of town life, rather than being a central and anchoring presence. Despite our outreach and impressive services for a library of our size, there are still MANY LaGrange residents who don’t think about the fact that they have a town library. The building is physically hidden from the main road in its present location and mentally hidden from the minds of many community residents.



The LaGrange Library already offers services that were never envisioned when it was first founded, and in ten years will probably be offering services we can’t envision now.

Who would have thought when our library was founded that today it would be a designated U.S. Passport Acceptance Facility? Or the place where our patrons come to use computers thousands of times a year?

It’s our job to design a space that has multi-function areas that can evolve with us as we move forward together with the community into an exciting future.

THE POSSIBILITIES WE SEE

A bright, modern design with large multipurpose spaces will fundamentally change the types of programs the Library can offer and provide a gathering place for local groups of all sizes to come together.



And, when not in use for programs, the space becomes another area to study, relax, play chess, or just hang out with fellow residents. It's all designed to bring the community together and help residents get to know each other.

The new location right in the center of LaGrange will serve as a point of pride for the Town, be more accessible to our High School students, and bring families and shoppers into Town Center on a regular basis.



Prominent signage will remind residents that their Library is ready to serve them with resources and professional staff every time they drive through town.

Cooking. Painting. Dances. Performances. Multi-media presentations. A space to work from home when you don't want to stay home. What do you want your Library to be today – and in the future?



Working with professional library architects, we'll design a facility with features that lean on the experience of hundreds of other libraries and lean into what's next.

A DEADLINE AND A DECISION

Concurrent with the Turning Outward work the library was doing, the library's Board of Trustees was discussing a looming deadline: the **library's current lease was ending on December 31, 2019** and we had to make some decisions about how to proceed. The board considered four options:

1. **Renewing the lease in the current location**, leaving the space as is and making small improvements as money became available. We rejected this out of hand; it was merely going to 'kick the can down the road' and not provide LaGrange residents with the services they deserve.
2. **Building a new facility from the ground up**. This was non-starter; as an **association library**, the LaGrange library does not have the same 'guarantee' of income from New York State that public libraries in a special taxing district have, making it nearly impossible to get a bond to purchase real estate or do major construction.
3. **Undertaking a build-out to expand our current space** on the western edge of town. We explored this option, but the terms offered were not advantageous enough to balance out the fact that we were so far away from Town Center.
4. **Finding a new location close to or in Town Center**. We had to either find a property where the owner would build per our requirements and lease the building back to us or find a rental that would have enough square footage and be able to meet all our requirements once built out. After enlisting the services of a local realtor, we were able to identify several candidate properties.

After careful consideration of the pros, cons, and costs of the candidate properties, the Board of Trustees chose our new home to be the second floor of the property at 1110 Route 55, right in the middle of Town Center.

The Library's current landlord worked with us to extend our lease well into 2020 to allow construction at the new site to take place without interruption to our services to patrons.

THE NEW LAGRANGE ASSOCIATION LIBRARY

SCOPE OF WORK

Once the Board had decided on a space, library specialists Paul Mays and Meghan Brennan of Butler Rowland Mays Architects, LLP provided a variety of concepts to the Building Committee aimed at addressing the current and future needs of the Library. The design includes:

- A large Multi-Purpose Community Room which will accommodate up to 100 people and enable much more diverse programming and be available for the community to reserve when not in use for library programs
- A dedicated children's activity room for story times and programming, separate from the children's library room
- A private area for passport processing and picture taking
- An inviting, efficiently designed area for checking out materials and picking up holds
- Open, comfortable seating areas to read, reflect, and relax
- A dedicated Friends of the Library donation sorting and book sale room
- A processing room for the preparation of library materials and increased storage capacity

The new facility will be fully compliant with the Americans With Disabilities Act (ADA).

Architect's floor plan on next page

PHASES I AND II COMPLETED FLOOR PLAN

Furnishings shown are meant to be representative and do not show exact size or placement.



PHASE I ESTIMATED COSTS

PHASE I IMPROVEMENTS SCOPE	UNIT COST	UNIT	QTY	EXTENSION	SUBTOTAL
Interior Demolition @ Library Proper (Interior framing, doors, ceilings, light fixtures, electrical & mechanical, etc.)	\$10.00	/sf	4078		\$40,780.00
Interior Demolition @ Conference & Meeting Rooms (ceilings, light fixtures, electrical & mechanical, etc.)	\$6.00	/sf	1026		\$6,156.00
Interior Partitions, Soffits & Gateway (metal II gauge framing, acoustic insulation, gwb)	\$9.00	/sf	4078		\$36,702.00
Doors & Hardware					
Wood Door - Solid	\$900.00		4	\$3,600.00	
Wood Door - Glazed	\$1,300.00		3	\$3,900.00	
Wood Door - Glazed & Side Light	\$3,500.00		1	\$3,500.00	
Door Hardware	\$500.00		12	\$6,000.00	
Borrowed Lite Windows	\$750.00		0	\$0.00	
					\$17,000.00
Interior Painting	\$3.00	/sf	4078		\$12,234.00
Millwork (Desk, cabinetry, work counters, etc.) - Allowance		ls			\$40,000.00
New Acoustic Ceiling System - Allowance	\$7.00	/sf	5104		\$35,728.00
New Carpet Tile - Allowance (inc removals)	\$8.50	/sf	3578		\$30,413.00
New Resilient Flooring - Allowance (inc removals)	\$8.00	/sf	500		\$4,000.00
Rest Room Construction - Allowance	\$25,000.00		2		\$50,000.00
Plumbing Improvements (Sinks) - Allowance	\$7,500.00		0		\$0.00
Light Fixture Replacement - Allowance	\$8.00	/sf	5104		\$40,832.00
Power and Data Receptacles - Allowance		ls			\$20,000.00
Fire Alarm System Requirements - Allowance	\$2.00	/sf	5104		\$10,208.00
Fire Suppression System - Allowance (Piping and Heads for Library area only, excludes water service & main distribution piping, adjacent tenant spaces, etc.)	\$5.00	/sf	5104		\$25,520.00
HVAC Improvements - Allowance (modifications to existing equipment, new branch ductwork, etc.)	\$20.00	/sf	5104		\$102,080.00
Construction Hard Cost Subtotal					\$471,653.00

Construction Contingency	10%				\$47,165.30
Soft Costs (Design Fees, Permits, Special Inspections, Legal Fees, etc.)					\$150,000.00
Subtotal:					\$668,818.30

Furnishings					
Stacks - Allowance (inc. delivery & installation)					\$70,000.00
Tables, chairs, lounge chairs, etc. - Allowance (inc. delivery & installation)					\$30,000.00
Window Treatments - Allowance	\$350.00	pc	25		\$8,750.00
Signage - Allowance					\$5,000.00
Subtotal:					\$113,750.00

Anticipated Total Costs:					\$782,568.30
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Opinion of Probable Construction Costs Exclusions:

2. Hazardous Materials Testing, Design and Abatement. (If Necessary.)
3. Relocation Expenses.
4. Temporary Space Expenses.
5. Egress Stair Improvements for ADA / ANSI Requirements. (If Necessary.)
6. Fire Separation Requirements between Building Occupancies (Business and Assembly) & Unoccupied (Attic & etc.) Spaces. (If Necessary.)

PHASE II ESTIMATED COSTS

PHASE 2 IMPROVEMENTS SCOPE	UNIT COST	UNIT	QTY	EXTENSION	SUBTOTAL
Interior Demolition @ Former Tenant Spaces (interior framing, doors, ceilings, light fixtures, electrical & mechanical, etc.)	\$10.00	/sf	4309		\$43,090.00
interior Demolition @ Conference & Meeting Rooms (excludes ceilings, light fixtures, electrical & mechanical, etc.)	\$4.00	/sf	728		\$2,904.00
Interior Partitions & Soffits @ East Tenant Area (Adult Collection & Meeting Room, etc.) (metal lt gauge framing, acoustic insulation, gwb)	\$12.00	/sf	1671		\$20,052.00
Interior Partitions & Soffits @ West Tenant Area (Children's Collection & Program Room, etc.) (metal lt gauge framing, acoustic insulation, gwb)	\$12.00	/sf	1400		\$16,800.00
Doors & Hardware					
Wood Door - Solid	\$900.00		5	\$4,500.00	
Wood Door - Glazed	\$1,300.00		1	\$1,300.00	
Wood Door - Glazed & Side Light	\$3,500.00		2	\$7,000.00	
Door Hardware	\$500.00		10	\$5,000.00	
Borrowed Lite Windows	\$750.00		8	\$6,000.00	
					\$23,800.00
Interior Painting	\$3.00	/sf	4309		\$12,927.00
Millwork (Cabinetry, work counters, etc.) - Allowance		ls			\$18,000.00
New Acoustic Ceiling System - Allowance	\$7.00	/sf	3800		\$26,600.00
New Carpet Tile - Allowance (inc removals)	\$8.50	/sf	2081		\$17,518.50
New Resilient Flooring - Allowance (inc removals)	\$8.00	/sf	2248		\$17,984.00
Rest Room Construction - Allowance	\$25,000.00		2		\$0.00
Plumbing Improvements (Sinks) - Allowance	\$7,500.00		2		\$15,000.00
Light Fixture Replacement - Allowance	\$8.00	/sf	3800		\$30,400.00
Power and Data Receptacles - Allowance		ls			\$10,000.00
Fire Alarm System - Allowance	\$2.00	/sf	4309		\$8,618.00
Fire Suppression System - Allowance (Assumes only relocation of branch lines and heads as needed for new partition layout)	\$3.00	/sf	4309		\$12,927.00

HVAC Improvements - Allowance (new system for Meeting Room, and modifications to existing equipment, new branch ductwork, etc. for all other areas)	\$25.00	/sf	4309		\$107,725.00
Construction Hard Cost Subtotal					\$384,345.50
Construction Contingency	10%				\$38,434.55
Soft Cost Allowance (Design Fees, Permits, Special Inspections, Legal Fees, etc.)					\$50,000.00
Subtotal:					\$472,780.05

Furnishings					
Stacks - Allowance (inc. delivery & installation)				\$50,000.00	
Tables, chairs, lounge chairs, etc. - Allowance (inc. delivery & installation)				\$25,000.00	
Window Treatments - Allowance	\$350.00	pc	20	\$7,000.00	
Signage - Allowance				\$5,000.00	
Subtotal:					\$87,000.00

Anticipated Total Costs:					\$559,780.05
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Opinion of Probable Construction Costs Exclusions:					
2. Hazardous Materials Testing, Design and Abatement. (If Necessary.)					
3. Relocation Expenses.					
4. Temporary Space Expenses.					
5. Egress Stair Improvements for ADA / ANSI Requirements. (If Necessary.)					
6. Fire Separation Requirements between Building Occupancies (Business and Assembly) & Unoccupied (Attic & etc.) Spaces. (If Necessary.)					

TIMETABLE

Project PHASE	What will be delivered	Timeline
Phase I pre-work Planning and contracting	Legally reviewed and board approved contracts with Architects, Landlord(lease), and Construction company	November 2019
Phase I Build out and Move in	Basic build-out of main space on the second floor complete, including new main library, circulation desk, community room, children’s library, and staff room. Library is operating out of the new space. Current furnishing and shelving may still be in use.	November 2019 - July 2020
Phase Ia	New furnishings and shelving, artwork, and other features are installed.	August - November 2020
Phase II pre-work Planning and contracting	Legally reviewed and board approved contracts with Architects, Landlord(lease), and Construction company	TBD
Phase II Expansion	Expansion into the rest of the square footage on the 2 nd floor <i>Children’s activity room, expanded Friends area, study rooms</i>	TBD

THE CAPITAL CAMPAIGN

Over the years, the Library Trustees wisely put aside funds to serve as ‘seed money’ for future capital projects. Thanks to their good stewardship, the Capital Campaign will begin with a balance of approximately \$450,000.

Our goal is to raise \$1.5 million dollars by November 2020 through a combination of State grants and private fundraising in order to complete Phase I of the building project and move into Phase II.

Please consider whether your workplace has a matching grant program!

NAMED GIVING OPPORTUNITIES

The following special naming opportunities exist for major donors to our Capital Campaign on a first-come, first-serve basis. For more information on how Named Giving works, refer to the Naming Policy on our website.

Our library	\$1.5 million
Children’s library	\$250,000
Children’s activity room	\$250,000
Community room	\$150,000
Circulation desk	\$100,000
Front entryway art installation	\$100,000
Teen section	\$25,000
Computer access area for adults	\$25,000
Computer access area for children	\$25,000
Book Drop – exterior	\$15,000
Conference rooms/study rooms (Phase II)	\$10,000 each
Book drop – interior	\$5,000
Community Bulletin Board	\$5,000
Staff room	\$5,000
Seating areas	\$10,000 each
Passport area	\$10,000
Periodicals Area	\$2,500
Bookshelves (many)	\$2,500 each
Name on “Founding Donors” recognition plaque	\$1,000 each name all donations \$1K and over receive this benefit in addition to the naming opportunities above
Tables (many) - (May be Phase II)	\$500 each
Study carrels (many) - (May be Phase II)	\$500 each

PROGRESS REPORTING

Updates will be made to the community, donors, and other interested parties in our monthly e-newsletters and our Book Bag mailing. The Book Bag is also available for pick up in person during library hours.