

Kinderhook Memorial Library Facility Plan

Revised and Approved October 6, 2021

Part 1: Useful Life Maintenance & Replacement Schedule

Area / Item	Age	Preventative Maintenance Schedule	Projected Replacement Schedule	Estimated Replacement Cost as of June 2021
BUILDING				
Roofs: Original building and addition have asphalt shingle roofing. The reading room has a standing seam metal roof.	Front roof installed 2009 Reading room roof installed 2016 Addition roof installed 2018	Visually inspect roofs from ground annually, check for missing, damaged or cupped shingles, and missing or damaged flashing.	Shingle roofing ~20 years. Standing seam metal 50+ years if maintained	\$100-200/ square (i.e., 100 sq. ft.) installed
Gutters/Downspouts	2018 and earlier	Clean gutters, drains and roof valleys monthly to prevent leaks. Check gutters and downspouts annually that they are securely attached to building.	N/A with proper maintenance.	
Chimneys: The original building has two masonry chimneys that vent the propane-fueled fireplaces and the boiler.	Chimneys repointed & repaired c. 2009. Propane-fueled fireplace inserts installed 2019. 1 st cleaned September 2021.	Visually check exterior of chimneys from ground each year. Maintenance contract for inserts costs ~ \$285 / year with 1 cleaning / year between May-August.	See below re masonry. Life of insert depends on use and maintenance.	Chimney rebuild \$6k+ each Inserts \$3k+ each installed.

<p>Exterior Masonry Walls / Foundations: The original building is constructed of brick walls on a stone foundation. The addition has brick veneered walls on a poured concrete slab. Reading room is also on concrete foundation.</p>	<p>Reading room, 2016 Original brick, cleaned and repaired 2018 Addition brick veneer, 2018</p>	<p>Check exterior walls and foundations for cracks or other damage annually.</p>	<p>N/A with proper maintenance. Will eventually require spot repointing and cleaning. Consult with HPC prior to work.</p>	
<p>Exterior Trim & Shutters: Wood on original building. The reading room is faced with painted Boral.</p>	<p>Exterior painted 2018</p>	<p>Check for damage and flaking paint annually and touch up as needed</p>	<p>N/A with proper maintenance.</p>	<p>\$17k+ to paint all exterior</p>
<p>Windows: Units on original building are wood, single-glazed, double-hung with aluminum triple track storm/screens. Units on reading room and addition are wood, double-glazed w/spacer, double-hung windows.</p>	<p>Windows include original, 2016, & 2018 work</p>	<p>Check condition and operation of windows annually and repair and repaint as needed.</p> <p>Install reading room screens in spring and remove in fall.</p> <p>Clean every 2 to 3 years.</p>	<p>N/A with proper maintenance and repair.</p> <p>Some of the aluminum triple tracks are damaged or in poor condition. They will likely need to be replaced to improve operability and energy efficiency.</p>	

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Exterior Doors		<p>Inspect & oil as needed exterior door hardware and hinges annually</p> <p>Confirm that keys are stored at circulation desk and director's desk are there and work</p>	N/A with proper maintenance and repair.	
Interior Finishes & Features		<p>Interior is cleaned 2x/week: bathroom cleaning, vacuuming, emptying trash, and light dusting of exposed surfaces.</p> <p>Clean carpets every 2 years and replace carpet tiles as needed. Polish meeting room floor annually. Cost: \$600 for carpet, \$100 for meeting room floor.</p> <p>Garbage and recycling are placed in bins outside and brought to curb on Wednesday. Garbage stickers (\$2.50 / large bag) purchased from Village Hall or Stewarts as needed.</p> <p>Touch up paint and perform interior repairs as needed. Recommend finding dedicated painter for more extensive jobs.</p>	<p>Replace carpet when supply of spare tiles is exhausted or est'd 10 years, depending on use</p> <p>Meeting room & children's room walls will need more frequent painting. Estimate every other year.</p>	<p>\$33k+ entire interior.</p> <p>\$7k+ meeting room only.</p>
SYSTEMS				

<p>HVAC: Primary HVAC is provided by two roof-top units and delivered via a forced air system delivered to ducts / vents throughout the buildings. It is controlled by computer program with an interface located in meeting room closet. The propane tank is buried in the front yard. Reading room has a separate Mitsubishi ducted system. Back-up heat is provided as needed to the original building via a radiator system. The boiler and 2 oil tanks (~250/gal. each) are located in the basement. The system is controlled by the thermostat located in the work room. Override switches are located on work room wall and boiler itself.</p>	<p>Boiler installed 2005</p> <p>Reading room unit installed 2016</p> <p>Primary HVAC system installed 2018</p>	<p>Visually inspect exterior of and areas around boiler and radiators for problems. Keep area around boiler cleared. Periodically vacuum HVAC and toilet room vents.</p> <p>Existing HVAC service contract for quarterly maintenance on roof-top units including filter (currently MERV13) replacement.</p> <p>Replace indoor filter on reading room system on regular basis and clean outdoor unit every 5 years.</p> <p>Schedule annual (end of summer) professional cleaning and servicing of boiler, prior to inspection required by insurance provider.</p>	<p>Reading room system 15-20 year with minimal service.</p> <p>As of 2021, KML is using down oil in tank for back up heat and phasing out boiler system.</p>	<p>\$7,500</p>
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<p>Plumbing: The building is connected to the village water supply and sewer system. Main water shut off valves are located in the basement furnace room.</p> <p>There are three toilet rooms total and sinks in the work and meeting rooms. There are also outdoor faucets located on the front, sides of the building and at the back patio. Hot water is provided to sinks via on-demand units located in basement, meeting room closet, and meeting room cabinet.</p>	<p>On-demand water heater in basement installed 2011.</p> <p>Others installed 2018.</p> <p>Majority of system installed or upgraded in 2018</p>	<p>Visually inspect pipes and fixtures for leaks and damage annually</p>	<p>On-demand water heaters can last around 20 years with regular upkeep</p>	
<p>Electrical: Service panels are located in the basement furnace room and the meeting room closet. Main cut-off switches are located on the panels.</p>	<p>Upgraded electrical system and installed new panels 2016.</p> <p>New system for addition and further upgrades 2018.</p>	<p>Annually test GFCI outlets and visually inspect cords/plugs, outlets, and switches.</p>		
<p>Fire Suppression / Carbon</p>	<p>Installed fire alarm system 2016.</p>	<p>Annual service contract for extinguishers,</p>		

<p>Monoxide Detection:</p>	<p>Panel in basement boiler room.</p> <p>Met with Matt Cohn of Kinderhook Volunteer Fire Dept in 2020 to discuss system and testing</p>	<p>provides replacements if needed</p> <p>Test alarms 1-2x/year, contacting fire department prior to test. Register alarm system annually. Call FireLite for service as needed.</p>		
<p>Security Cameras</p>		<p>Call Garnet for service as needed.</p>		

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Phones/ISP		Call Spectrum for issues as needed.		
PROPERTY				
Lawn/Plantings		<p>Mowing service comes as needed during season.</p> <p>Spring: Re-seed patches as needed, mulch beds and around trees, unwrap burlap from yews, set up hoses & watering equipment for volunteer watering crew; perennial maintenance; fertilize lawn as needed.</p> <p>Seasonal pruning if needed.</p> <p>Fall: rake leaves and put out at curb for village pick up; store hoses and watering equipment in basement; burlap wrap yews</p>		
Sidewalks/Walkways	<p>Paver walkway to main entrance c2014.</p> <p>Poured concrete walkway to Sylvester Street entrance, stone paver patio, and</p>	<p>Inspect annually for cracks, gaps, and dips or heaving</p> <p>Snow removal service comes as needed during season to clear sidewalks and walkways and treat for ice</p>		

	crushed stone walkway to staff entrance, all 2018.			
Site Fixtures: Fence, Lamp Posts; Sign; Flag Pole, Benches, Furniture	Fence (Siberian Larch w/copper coating & stain), 2019	Fence pickets replaced as needed. Sign & Flag Pole will require custom servicing if needed	Fence stain should last up to 4 years; fence itself depends on how well maintained	Fence replacement \$15k+

Part 2: Assessments & Projects

Code Compliance

As of 2018, when construction was completed, the building met pertinent building codes.

Kinderhook Memorial Library is located within the Kinderhook Historic District. Any exterior work that is visible from a public right of way must be reviewed and approved by the Historic Preservation Commission (HPC) prior to the start of the project. Contact the Village Code Enforcement Officer (518-758-8778 x302) to determine if a permit is required and if the work must go before HPC.

Accessibility

As of 2018, when construction was completed, the building met requirements for ADA accessibility.

Energy Conservation

The most recent energy audit was performed by L&S Energy Services in 2008. With the construction project is complete, a new audit is recommended.

Space Needs

With addition of the reading room in 2016, construction of the addition in 2018, and re-organization of the original building, Kinderhook Memorial Library has adequate space to meet its present needs. Outdoor furniture was purchased in 2021 to encourage and enhance patrons' usage of the patio and lawn areas. Additional furniture will be purchased in the future as needed.

Part 3: Prioritized Project List

Schedule	Project	Estimated Cost
Fall 2021	Install blue stone walkway from Hudson Street sidewalk to staff entrance and under adjacent bench. Reuse existing stone under bench on Sylvester side of building.	\$11k-13k
Fall 2021	Install plaques on memorial trees.	n/a
Fall 2021	Service boiler and reading room HVAC.	TBD
Fall 2021	Install phase protection for the two rooftop HVAC units that will monitor voltage supplied to each unit and energize a contactor that will allow power to go to the units. If a protector senses a fault, it will de-energize the contactor to protect the unit. Once the fault has cleared, the protector will re-energize the contactor after an adjustable delay (0-10 minutes).	\$2,075
Winter 2021-22	Transition to all propane heating throughout building: utilize remaining oil in tanks as needed for back-up system in Davie Building; continue to use fireplaces to provide additional heat in season; consult contractor (Robert Bradway Heating) to shut down boiler system and leave in place safely. Install space heater (e.g., e-heat unit \$150 + labor) in staff bathroom.	TBD

Spring 2022	Clean windows and establish ongoing schedule for window cleaning.	TBD
Spring 2022	Apply for funding for and have performed a comprehensive energy audit.	N/A
2022-23	Install new storms on windows in Davie Building and other recommendations based on energy audit.	TBD