

SPACE EVALUATION REPORT  
FOR  
NEW LIBRARY

FOR

GOSHEN PUBLIC LIBRARY  
AND HISTORICAL SOCIETY

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## **Existing Library Site**

The existing Library site is located at the corner of Main Street and Hill Street. The existing Library site is reputed to be 18,104 square feet. This equates to 0.4155 of an acre. This site is approximately 4/10<sup>th</sup> of an acre. The site has on-site parking for seven (7) cars.

The existing Library building is a one story structure with a total of 3,664 gross square feet.

The building footprint occupies 20% of the total site. The on-site parking, sidewalks and ramps occupy an additional 30% of the total site. The north side yard is approximately ten (10) feet, and the south side yard is approximately fifteen (15) feet. Parking is located in the rear yard (west side of the building).

In the ten (10) years that the Library Board of Trustees has been looking at expanding the existing Library facility, the Library Board has reviewed three (3) proposals for on-site expansion. Additionally the Library Board has reviewed the potential for expansion by purchasing the adjacent property to the north of the Library referred to as the Homer property. In the proposal for the Homer property, a two story addition was added to the rear (west) of the existing Library which included the removal of the 1977 wood frame addition. The total proposed floor area of the renovated building was only 11,720 square feet. The Homer site was used for Library parking and provided parking for only 41 cars. The new drive exited to Main Street between the existing Library and the Homer building which remained. This proposal did not meet the space requirements that had been developed at that time.

## **Existing Library Facility**

The Architect reviewed the existing conditions at the Goshen Public Library and made the following observations. The existing facility was well designed for its time. The building was designed and constructed in 1917. It has served in that capacity for approximately 86 years.

In 1977 there was an addition made to the existing facility. Over the years minor modifications have been made. A unisex accessible toilet has been added to the main floor in the location that was originally the Library Director's office. A ramp was constructed from grade along the west side of the building up to the rear entrance which was added in 1977.

The existing Library building is a one story structure with a cellar and mezzanine. In 1977 a one story wood frame addition was added. The cellar level is located under the original Library structure. The cellar level is 2,320 gross square feet. The cellar contains only 465.5 square feet of program space. The first floor contains a total of 3,664 gross square feet. The first floor consists of the original

2,320 square feet and the 1977 addition of 1,344 gross square feet. There is a mezzanine located to the rear of the original building. The mezzanine contains 447 square feet of program space.

The Library is overcrowded and cramped by age and development. Its entrance is too small and conflicts with the ramp. The circulation desk is located immediately inside the front entrance and has modest control over the first floor area. Because the stacks are arranged parallel to the short direction of the 1977 addition, viewing into the stacks is not possible from the circulation desk. The staff work space is located in the 1977 addition next to the Director's office. At the opposite end of this addition, there is an enclosed room for the children's picture book collection.

The cellar (lower level) consists of several small rooms. There is only one program space on this level. The Children's Activity Room is located on this level. There is an exterior stairwell from the Children's Activity Room which provides a second means of egress. It should be pointed out that the existing interior stairwell would not meet today's requirements for an exit stair.

There is a central hallway which leads to the Children's Activity Room. There are three rooms off the central hallway. The first room is a staff lounge/workroom. The two remaining spaces are used for storage.

The stacks on the main and mezzanine levels do not meet the requirements for accessibility. When I am referring to accessibility, I am referring to the requirements of the ADA (Americans with Disabilities Act). The ADA is now thirteen (13) years old and has been continually evolving over that period of time. The ADA has significant impact on all libraries as the shelving, stacks and display units must be located on an accessible route. However, such shelving and display units are not required to comply with the reach-range provisions of the ADA. In years past, it was not uncommon to use 84" high stacks with seven or eight adjustable shelves. Today, it is more common to use 60" stacks. Because of the elimination of dead-end aisles and the widening of aisle space as well as the shortening of stack heights, significantly more floor space is required for stack areas.

### **Planning Standards**

The Library's needs have been examined based on the Library's circulation and holdings. Ten (10) years of annual reports have been examined to determine the libraries growth patterns. Of significance in these reports are the growth in population (11%), growth in all types of material circulation (100%), program attendance (65%) and inter-library loans (143%). Book holdings have increased from 28,922 to 38,419. However, by reviewing the annual reports, we can tell that extensive weeding has taken place. Although the annual reports show just under 10,000 new book holdings, the same annual reports indicate that 27,396 additional book holdings were purchased. The annual reports do not tell us how many volumes would have been retained if adequate shelf space had been available. The

growth in inter-library loans can be associated with the lack of available space in the present library. The decline in library visits can be directly related to the availability of holdings and the increased activity in inter-library loans to provide the requested titles.

In the early stages of the Library's planning, key planning aids were used in determining the Library's spatial needs. Initially, the American Library Association's Standards were used. Now, with ten (10) years of statistical data available, these standards can be replaced with a detailed study of the Goshen Public Library's specific needs.

In reviewing the standards used in the early planning the following size library had been established. A.L.A. standards for library planning use 1.0 sq. ft. per person of population served as a starting point for planning. The Library's 2002 statistical data as reported in the Annual Report For Public and Association Libraries indicates a service population of 16,784. Based on your population figures, the standard for planning would indicate a need for 16,750 square feet of net floor space to accommodate your current chartered service area. Assuming an efficiency ratio of 65 to 70%, the required building area would be 25,770 square feet (gross area).

A tentative building size which is within the previously mentioned guidelines, but is directly related to the Owner's "Needs Assessment for Planning" has been established.

### **Proposed Stacks**

This information for proposed stacks is based on lineal footage. If calculations were based on volumes, there would be no way to reflect floor area. The average number of volumes per lineal foot for planning purposes should be eight (8) volumes per foot in the Adult section. This will vary depending, of course, on the material stored. Reference volumes tend to be larger and take up more space.

Children's books tend to be much smaller and take up less space. Children's books could easily be calculated at twelve (12) volumes per lineal foot.

The existing Library's holdings total 94,947. The actual count is based on the "Annual Report For Public And Associations Libraries" provided by the Goshen Public Library.

#### **2002 Holdings Information:**

Adult Fiction	9,269
Adult Non-Fiction	15,336
Children's Fiction	8,830
Children's Non-Fiction	4,984

Serials	993
Audio Recordings	1,349
Videos	2,251
<u>All other materials</u>	<u>51,935</u>
Total Holdings	94,947

Lineal footage of book stacks required to shelve existing holdings is calculated as follows:

Adult stack required:  
 $24,605 / 8 = 3,075$  lin. ft.  
 $3,075$  lin. ft.  $\times 1.33 = 4,090$  lin. ft.

Children's stack area:  
 $13,814 / 12 = 1,151$  lin. ft.  
 $1,151$  lin. ft.  $\times 1.33 = 1,531$  lin.ft.

Lineal footage of book stacks required to support an estimated 10 years based on reported growth in annual reports was calculated as follows:

New titles continue to increase annually. Based on the Library's annual statistical reports for the last ten (10) years, the Goshen Public Library would have had a 94% increase in book holdings if the Library had not weeded the shelves due to the shortage of shelf space. An estimate of 5,340 lin. ft. of shelving is required to contain the projected growth if it continues to grow at the same average rate. These calculations assume no weeding of the existing holdings during that same period of time.

Adult Stacks:  
Existing 4,090.0 lin. ft.  
Expansion to allow 10 years growth 3,800.0 lin. ft.  
Expnsn. to allow 20 years growth (years 11-20) 3,800.0 lin. ft.

TOTAL ADULT STACKS 11,690.0 lin. ft.

Children's Stacks:  
Existing 1,530.0 lin. ft.  
Expansion to allow 10 years growth 1,450.0 lin. ft.  
Expnsn. to allow 20 years growth (years 11-20) 1,450.0 lin. ft.

TOTAL CHILDREN'S STACKS 4,430.0 lin. ft.

Of course, there will always be some degree of weeding and growth may not continue at the current rate. Significant change in library facilities has always promoted growth of the facility. Services that are under-utilized or not offered often become more user friendly for the patrons and demand for services is increased.

Stacks will vary in height. New stacks in the Adult Section should be 66" high. The higher 84" stacks could be used. The 66" stacks will have five shelves (one base and four adjustable shelves). The 84" stacks will have seven shelves (one base and six adjustable shelves). A finished top would be optional on the 84" stacks, but preferred on the 66" stacks. The finished tops on the 66" stacks can be used for display but not for storage. In the Reference Area we have the choice of using 42" high or 56" high stacks. The 42" high stacks have three shelves and the 56" high stacks have four shelves. In either case the finished tops can be used for limited display. It should be noted that the 42", 66", 78" and 84" stacks are standardized industry heights. The 56" and 60" stacks are available as special orders. The special height does not imply additional cost.

In the children's area, perimeter stacks will vary between pre-school and juvenile areas. The maximum stack height will be 60" high and the number of shelves will vary. The pre-school and easy reader children's area will have both 42" and 60" stacks. The 42" stacks will be free-standing, double-sided with three shelves and a finished top. The tops will be used for limited display. The 60" stacks will be single-sided, wall mounted with three shelves spaced to allow picture books. These perimeter stacks will have finished tops used for display.

The juvenile area will have 60" stacks with three to five shelves. The spacing will vary based on book size and display use. The stacks will have finished tops used for limited display. The young adult area will have 60" stacks with five shelves and finished tops for limited display. The height of stacks will be varied to allow supervision from the circulation desk throughout the Library.

## **Recommendations**

Based on the Architect's review of the Goshen Public Library, data provided by the Library and Library Board, and meetings with the Board of Trustees, it is clear that the Goshen Public Library must grow in size to accommodate its current programs and to accommodate expanding programs and technology.

Without expansion, the existing services will continue to be taxed and demands for new and additional services will continue to arise. The adult and juvenile fiction and non-fiction will always grow. New demands may include increases in reference holdings, the audio-visual department, out-reach programs, expanded and new children's programs, senior citizen programs and computerization. The Goshen Public Library should provide space for the full range of library services and programs with designated areas for children, young adult and adult materials. Programming must take into consideration both the immediate and long term development of the Library.

Having reviewed the existing facility including Code implications of expansion, and the existing site, it is the Architect's opinion that neither the building nor the site can accommodate the expansion needed to alleviate just the existing overcrowding. Projected building size to accommodate both immediate and long term needs will not fit on the existing site. The lack of adequate adjacent properties prevents expansion of the existing site to accommodate the needs of the Library.

The Architect's recommendation at this time is that the Library Board of Trustees pursue the construction of a new 25,000 to 30,000 square foot facility. This new facility will require the acquisition of land of sufficient size to support the Library and parking. Depending on the sites that are available and their topography, the required size of the site will vary.

The new facility will be handicapped accessible and will include environmental systems appropriate for library construction. By building a new facility, the existing facility will be able to be open to the public throughout the construction period with no interruption in services.

The following recommendation should assist the Board in making a determination in the direction for the Library's immediate and long term growth. The following recommendation is based on twenty years of growth at the same rate as the previous ten (10) years.

Programmed Space:

Adult Section	8,300 sq. ft.
includes stacks for fiction and non-fiction, reading areas, young adult, video, audio, periodicals, etc.	
Reference Section	750 sq. ft.
includes tables and chairs	
Children's Section	6,250 sq. ft.
includes stacks, reading areas, computers, activity area, comfortable seating for adults & siblings, etc.	
Public Access Computers	750 sq. ft.
six (6) stations with work surfaces	

Small Program Room	850 sq. ft.
sized for 25 children, includes chair and table storage area, work area with sink, computer access, etc.	
Meeting Room	1,200 sq. ft.
sized for 75 people, includes chair and table storage area, small kitchenette area for patrons use, computer access, etc.	
Staff Work Area	1,750 sq. ft.
includes Director's office, employee toilet, employee lounge, storage area, wired for computer access, etc.	
Sub-total - net square footage	19,850 sq. ft.
Non-Programmed Space:	
Interior and exterior wall construction	
Circulation	
includes all internal walk areas such as corridors, halls, stairs, elevators, lobby, book depository closet, etc.	
Public Toilets (accessible)	
includes custodial area, changing table & child seat in both men and women's toilet, etc.	
Storage	
Data Closet	
Mechanical Space	
includes all floor level equipment space for mechanical/ electrical systems.	
Building efficiency of 70%:	8,500 sq. ft.
GROSS SQUARE FOOTAGE	28,350 sq. ft.

#### PLANNING FOR INDIVIDUAL AREAS:

A meeting room space should be provided for meeting, viewing, and listening by cultural, educational, and civic groups. It should be located for easy supervision so

that the meeting room may be used for quiet reading and study when not needed by groups.

The meeting room will hold 75 people with the chairs in auditorium style seating. Directly adjacent to the meeting room should be a storage space for tables and chairs. There should also be a small kitchenette for use during public events. The meeting room should be accessible to the main entrance lobby and the toilets. The small program room should be accessible to the main entrance lobby, the toilets and children's section of the Library. Both the meeting room and the small program room should have an emergency exit.

The circulation desk should be centrally located between the adult section and the children's section with vision of both the lobby and the staff work area. The staff work area, if possible, should be located immediately adjacent to the circulation desk. In a two story building service desks will be required and the staff work area will be split up to help supervision.

By locating the public toilets adjacent to the main lobby they can serve the Library and the meeting room. Also by locating the public toilets adjacent to the lobby, the Library and the meeting room could have distinctly different hours of operation.

Public access computers, reference, and local history should be located near the circulation desk to facilitate control and supervision. Both the public access computers and the local history area could be in separate rooms for control of access and noise. However, if located in separate rooms, windows into the rooms should be provided for visual supervision.

Seating within the Library should be a combination of both hard and soft seating, and should accommodate a minimum of 100 people throughout the Library, excluding the meeting room and small program room.

#### SITE SIZE:

A total site area of 4+ acres is recommended. This would allow sufficient room around the building for parking and landscaping as well as sufficient room for future development.

The site location should take into consideration the important needs necessary to the Library's continued support and development. The Library Board of Trustees must determine the needs and prioritize which needs will be the most significant to the Library's development and operation. Consideration should include, location (ease of patron's use), Municipal services (water, sewer, storm drainage, gas, street lighting, sidewalks), topography (reasonably level for ease of development), site size (parking, outdoor children activities and future development) and other concerns determined important to the Board.

Parking should be provided for at least 100 cars. Approximately 45,000 square feet of site area (approximately one acre) will be needed for the parking of 100 cars.