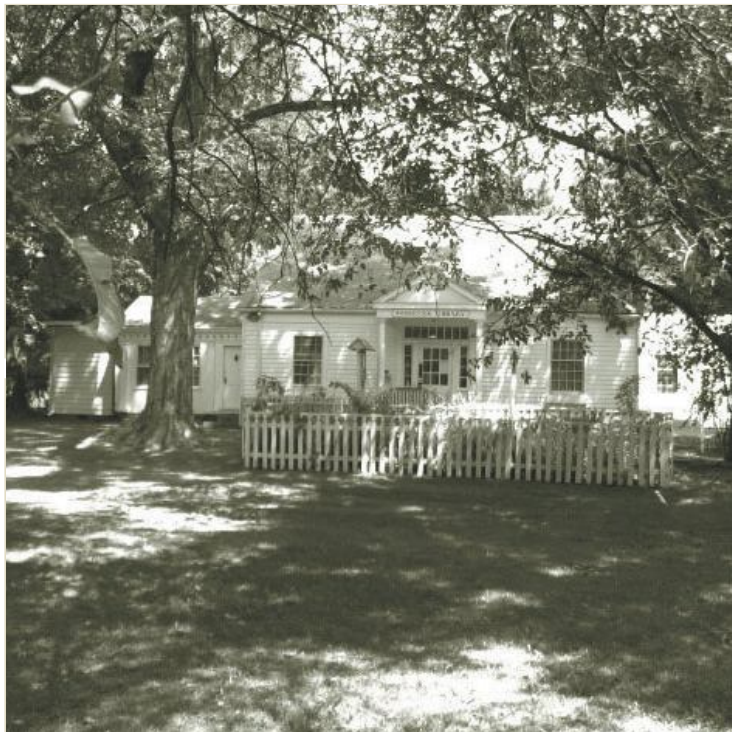


Revised Feasibility Study for Woodstock Public Library

Part A: Needs Analysis

Part B: Concept Development

April 11, 2007



**“An open door
to knowledge
and enjoyment
for the
whole community.”**



architecture+

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Cover

Photograph of exterior of building by architecture+

Photograph of rocking horse from www.woodstock.org

SUMMARY

The Woodstock Public Library has provided service to the Woodstock community since its establishment as a private club in 1925. The library serves a diverse population requiring a range of resources in a variety of formats, including public access computers. The library's attempt to fit twenty-first century needs into a nineteenth century space is an on-gong challenge.

Assets of the library include its proximity to the center of the village, the historic integrity of the building, handicapped accessibility, extended hours of service, computer access, wireless internet connection, strong ties to the community through the Friends network for fundraising and support of the library. Liabilities of the library are the lack of on-site parking, limited expansion capabilities due to the lot coverage, appropriate flexible space within the building and high water table of site.

The Woodstock Public Library is actively involved in expanding the library's collections and services, in maintaining the library's position within the community, and in looking toward a future expansion of the library building.

architecture+ was retained by the Woodstock Public Library to develop a master plan to meet the growing needs of the community.

This document, Part A – Needs Analysis and Part B – Concept Development of the Feasibility Study, includes:

Part A – Needs Analysis

- an existing conditions report which evaluates the building and related site information, and which reviews current code applicability and requirements;
- a program which documents current spaces and projects space requirements for the library's future needs;
- existing conditions floor plan and site plan, showing approximate current square footages and furniture arrangements;
- photographic documentation of the existing interior and exterior of the building and site; and
- a preliminary cost estimate for suggested upgrades and/or repairs to the building's deficiencies.



Part B - Concept Development

- continued preparation of a written program of required spaces, elaborating sizes, activity description, environmental needs and adjacency requirements with other spaces.
- preparation of schematic design options for reconfiguration, demolition and redevelopment, and/or a combination of both to achieve a building that satisfies program, code and other Library requirements. Review options with the board and modify the concept up to three times to achieve acceptance by the Library Board of Trustees.
- preparation of presentation quality floor plans, elevation drawings and a perspective rendering illustrating the concept in sufficient detail to present to the public for fund-raising purposes.
- preparation of an estimate of probable construction cost necessary to implement the preferred concept.

The Library's Renovation Task Force including members from the Library Board met with architecture+ on many occasions to review options and to choose a preferred concept design scheme.



Part A: Needs Analysis

INTRODUCTION – PART A Needs Analysis

Woodstock History

Woodstock is a small town located 100 miles north of New York City, in Ulster County, in the foothills of the Catskill Mountains. The Town of Woodstock contains seven hamlets: Woodstock, Shady, Bearsville, Wittenberg, Willow, Zena and Lake Hill.

A Brief History of Woodstock¹

by Edgar Leaycraft (former Town Historian)

Woodstock was officially created as a township in 1787. Settlers earlier in the century had moved up the streams and populated that arable land in the mountains. By the time of the American Revolution there were farms and settlements in Woodstock, Lewis Hollow, Lake Hill, Mount Pleasant, Phoenicia, Pine Hill, to the north at Windham and to the west along both branches of the Delaware River.

By 1787, the population in the mountains and beyond had grown sufficient to warrant the creation of a new town. It was named Woodstock, and Elias Hasbrouck was the first Town Supervisor. The center of the town was at the Lake Hill cross roads and the township stretched from the Kingston, Hurley, Saugerties lines at the foot of the mountains to the west branch of the Delaware River on the west, and to Windham in the north. In 1797, four new towns and a new county, Greene, were created from the northern part of Woodstock because of the population growth. Similarly, in 1803, the land to the west was taken from Woodstock with the creation of the town of Shandaken. With this last separation, Woodstock took on its present shape, with the exception of Zena, which was added in 1883.

Many industries existed in Woodstock, among them the glass factory in Bristol (now Shady) built in 1809. In the 1830's the demand for leather for shoes and many industrial uses (belts for increasingly large mills) reached the point where it was profitable to ship hides from California and South America and tan them in the U.S. Tanning required a plentiful water supply and tannic acid, which could be obtained from hemlock bark. The Catskill Mountains, with many streams and a vast hemlock forest were a natural place to locate the industry, and tanneries sprang up all through the Catskills.

The growth of the cities after the War of 1812 led to the paving of the streets with cobblestones and laying of stone sidewalks. Bluestone, lying at the southern base of the Catskills, made ideal sidewalks because there were not slippery when wet and could be quarried in large flat layers. The opening of the quarries coincided with the advent of heavy immigration from Ireland. The newly arrived Irish were recruited in New York and brought up the Hudson. In Woodstock, a community of Irish families became established in Lewis Hollow to work the California Quarry.



With the expanding economy and increased wealth, many more people sought convenient places to escape hot, smelly cities during the summer. The mountain house era bloomed and Woodstock, in 1875, got one of its own. The Ulster and Delaware railroad, although it bypassed Woodstock, did make it more accessible.

The Overlook Mountain House was originally built in 1875 and patronized by many people including General Grant. But, by the end of the century other resort areas and the Catskill Mountain Houses declined in business, many failing. The one on Overlook, abandoned, burned about 1925 But Woodstock kept a tourist industry with several boarding houses.

So, at the turn of the century Woodstock was a sleepy little town in the mountains, with no industry - a farming community in poor farming country. Life was very quiet with little excitement. Children could roam freely everywhere.

The mountainsides were largely cleared in an effort to increase crops; a few boarding houses and the hotel on the green attracted some summer visitors. Water powered sawmills along the Sawkill and other streams did cut lumber, but the glass factories and tannery had left nothing but second growth timber to cut. The gristmill beside Risely's Falls ground wheat for the local farmers.

In 1902, the Arts and Crafts movement came to Woodstock when the beauty of its setting and close proximity to New York City attracted Ralph Whitehead and his partners, Bolton Brown and Hervey White. Woodstock appeared to be an ideal site and Whitehead immediately purchased five farms on Mount Guardian. On these farms the necessary shops, residences and a library were built to Brown's designs, and in 1903 crafts people came as residents and Byrdcliffe was started.

In 1905, Birge Harrison, seeking a location of the Art Students League summer school, visited Woodstock and decided this was the place. The following year the summer school was established attracting further artists to Woodstock. The establishment of this summer school, the intellectual climate created by the Whiteheads, and the inexpensive living in Byrdcliffe, Woodstock and the Maverick firmly established Woodstock as a summer center for arts, crafts and music. This reputation attracted further artists, musicians and intellectuals.

More recently, the artists and local people have worked together to better the town, joining in efforts to support the library, local planning, local schools and governments. Woodstock has become truly a melting pot of a tremendously diverse group of people working together for a better way of life.



Library Building History

“Believed to be one of the oldest houses in the village, it had been purchased by Victor Lasher’s grandmother in 1885 following the death of Catherine Longyear Hall, the widow of Dr. Hall, who had died in 1836. Therefore, the house may have been a century old at the time the (Woodstock) club considered renting it.”² The original portion of the Library building was likely constructed in 1795. Records indicate that some re-building occurred in 1853.

On September 27, 1927, the land and building that the library is occupying was deeded to the Woodstock Club Inc. for \$5000, for use as the library. On December 13, 1934, the Woodstock Club Inc. deeded the property to the Woodstock Library for \$1.00.²

A “new wing” was completed in November 1948.²

The Library Fair barn (52’ x 24’) construction was completed by May 1955 for \$3,860.²

In 1967, most of the original building was torn down to build the front part of the building as it is now. The addition was built for \$47,264 and completed that December.²

An addition was constructed in 1984 at the rear of the site to enlarge the collection (this is the concrete block addition).

And in 1987, the director’s area was built and the reading room extension was constructed.

Library General Information

In March of 2003, the Woodstock Public Library became a Public Special Legislative District (PSLD) created by Chapter 499 of the Laws of 1989 (New York State), to serve the needs of the community within the town of Woodstock. The Woodstock Public Library is a part of the Mid-Hudson Library System. The Woodstock Public Library operates on a budget funded by this taxing district.

The library is open Tuesday, Thursday and Friday from 10 a.m. to 6 p.m., Wednesday from 10 a.m. to 8 p.m. and Saturday from 10 a.m. to 5 p.m. The library is closed on Sunday, Monday and national holidays. The meeting room is available for use on all days, except Monday, which is reserved for library cleaning and repairs.

The Library Director is Diana (DJ) Boggs Stern. There are five full-time and three part-time staff members. The full-time staff of the library includes: Amy Raff, Assistant Director; Jane Ward, Technical Services; Amy Simon Cassetta, Coordinator of Children’s Services, Pia Oste-Alexander, Circulation Clerk; Mary Somers, Circulation Clerk and Tom Chilbarro, Circulation Clerk.³



The Library District is governed by an eleven member elected Board of Trustees, whose term of office is 5-years: Janine Fallon Mower, President; Gail Liss, Vice President; AmyJean Carcaramo, Secretary; Ruth Simpson, Treasurer; and Trustees, Margo McLoone, Barry Miller, Bill Pflieger, Stuart Auchincloss, Anne Benson, Doris Goldberg and Walter Bost.³

The Friends of the Library hold an annual Library Fair each summer, which draws 3,000 to 4,000 visitors to the library site, helping to fundraise for the library’s collections. The amount of materials required for the annual event, such as tents, theater signs, pop-up displays, materials for booths, etc. are substantial, and crammed into the book barn. Although many items are only needed once a year, those items are critical to the success of the Fair and need to be housed in the building. Large items could be accessible from the exterior. Small items, or items of delicate nature, should be housed in the interior of the library.

The library’s policy for computer use is ever changing, as the demand for computer use in libraries in general increases each day. The sign-in system now in place is working well, but more computers are needed to help alleviate the minimal time period allowed for users to do their work – if there are people waiting in the queue, there is a one-hour limit. The library is actively pursuing grants to add computer stations. The close proximity of the computer stations to each other encourages talking, and the library would like to spread the computer stations throughout the library rather than maintaining the two “hub” areas now. The library has a contract with a local IT business to service the computers and system, including the recently installed wireless connection added to the building for laptop use.

The library serves the Town of Woodstock as well as a number of surrounding communities.

Library Holdings⁴

The Library’s statistics (for the years 2003-2004) include the following:

	<u>2004</u>	<u>2003</u>
Number of Registered Borrowers	8,655	8,256
Number of Visits to the Library	157,030	160,485
Number of Cataloged Books added to collection	2,370	1,292
Number of Uncataloged books added	722	527
Number of Electronic Materials	337	n/a
Number of Reference Transactions	26,208	25,911
Number of Internet Terminals (public use)	9	8
Number of Electronic Uses	12,480	n/a



<u>Collection</u>	<u>2004</u>	<u>2003</u>
Fiction Books	00	00
Non-Fiction Collection	00	00
Young Adult Collection	00	00
Children's Books	00	00
Videos/DVD's	2042	1913
CD's/Tapes	612	642
Periodical Serial Subscriptions	67	66

Library Programs⁴

The Library sponsored programs, from 2004 and 2003 including the following:

	<u>2004</u>	<u>2003</u>
Adult Programs	39	36
Attendance	1,590	1,680
Children's Programs	176	171
Attendance	3,520	3,987

Library Building

Normal aging and wear have taken their toll on many of the building systems, finishes, and furnishings. The volume of books and other non-print materials in the library has also outgrown the building. Patrons and staff are plagued with overcrowded conditions leaving no room for expansion. Libraries, in general, are dependent on their space allocations. Without adequate interior square footage, a library building cannot house enough materials to satisfy its patron's demands, or provide sufficient space for other services.

Overcrowding of the library building is a testament to its popularity. Residents are committed public library users. Some existing book stack layouts do not comply with the Americans with Disability Act (ADA) Guidelines which limit free movement and control in one or more of the active places in the building.

In the Woodstock Public Library, there are very few quiet spaces for patrons to sit and relax. Without adequate physical facilities of proper size, the library cannot provide sufficient collections, seating or services for patrons, or contain proper work environments for their staff. Staff space is minimal in the building.

The **Existing Conditions Narrative** that follows identifies current building features.

Source Information

- ¹ Information used by permission from the library holdings
- ² Information from "The Story of a Small Town Library" by Frances Rogers, published in 1974 by Overlook Press
- ³ Information from www.woodstock.org
- ⁴ Information from statistics from the "Annual Report for Public and Association Libraries" on website www.nysl.nysed.gov/libdev/lib/ for Biblio Connect



EXISTING CONDITIONS NARRATIVE

SITE

The building is located in the village of Woodstock on the corner of Library Lane and Route 212 (Tinker Street). The building's entrance faces Route 212, but access to the building is from Library Lane. Some on-street parking is available on Library Lane, but not solely designated for the library's use. Zoning issues relating to the site are discussed in the Code Evaluation section.

FIRST FLOOR (6,608 net square feet; 7,184 gross square feet)

The first floor is accessible to all patrons and staff, from the Library Lane entrance, by traversing a plaza within a small garden area. The route to the front door is marginally handicapped accessible. The following list describes library services, and space allocations on this floor:

Vestibule:

The main entrance is a weather vestibule with two 3'-0" wide doors with side-lites and transom to provide visual access to the interior spaces. The room does not meet current handicapped accessible standards (see *Code Evaluation* section).

- Square footage: 26 nsf.
- Amenities: Bulletin board space; historic character sets the tone for the rest of the building.

Entry/Lobby:

The main lobby area and entrance to the library is free of encumbrances, and allows for patrons and visitors to get a sense of the entire library from this vantage point.

- Square footage: 108 nsf.
- Amenities: Openness; natural light; columns define areas; accessibility to book drop.

Circulation Desk

The location of the desk offers a welcoming environment upon entering the library. The two height desk can accommodate current ADA handicapped accessibility requirements. The space is large enough to provide a work space for two staff plus shelving for reserved materials.

- Square footage: 165 nsf.
- Shelving: 33 lf
- Amenities: Two height-level circulation desk; two computers, printer, book drop bin, cart space, staff work area. Access to exterior views via window.



Staff Workroom / Staff Toilet / Kitchenette

Housed in the original portion of the building, the staff workroom is cramped and overcrowded for the two workstations it houses, but has great views of the front yard, and much of the original historic character of this building is retained in this room. The staff has access to their own toilet room, and small kitchenette area.

- Square footage: 153 + 27 (toilet) + 23 (kitchenette) nsf.
- Shelving: 31 lf
- Amenities: Proximity to circulation desk and entrance; two computers; file cabinets; shelving for processing books and other materials; location for safe.

Computers

This area houses one of the two hubs for computers in the library (second hub is in the Reading Area). There are four public access computer stations, plus a printer and copier. Adjacent to the space are reference materials, Woodstock and Hudson Valley brochures, and the dictionary. This area has an open, welcoming feel enhanced by its corner location near the entrance garden.

- Square footage: 201 nsf.
- Shelving: 60 lf
- Amenities: Four public access computers, copier, printer,

Fiction

Fiction, mysteries, science fiction, new books, and some children's videos are located in this area. large print books and audio books are within the area near the computers. The room does not have any comfortable seating.

- Square footage: 600 nsf.
- Shelving: 1,106 lf
- Amenities: Natural light; access to circulation desk; near the front door; adjacent to the children's room.

Reference / Young Adult

Some reference books, young adult collection and paperbacks are found in this area. Shelving along two walls and one freestanding book stack make up the arrangement of the area, on the path towards the non-fiction collection, between the fiction collection and the children's room.

- Square footage: 187 nsf.
- Shelving: 144 lf
- Amenities: Proximity to all spaces in the library;

Miscellaneous

Shelving along the wall houses some of the library's video collection is in this area. There are two public access computer stations near the circulation desk.

- Square footage: 186 nsf.
- Shelving: 40 lf
- Amenities: Accessible to circulation desk and children's area.



Director / Conference:

The office is located in an addition at the front corner of the building in a quiet space to do private work, yet large enough to hold meetings. The location is accessible to two portions of the library. A small, separate storage area is adjacent to the space.

- Square footage: 319 + 45 (storage) nsf.
- Shelving: 78 lf
- Amenities: proximity to entire collection via two access points; two computer stations; two staff areas; shelving; conference table and chairs.

Children's Room:

The children's area holds the children's picture book collection, a play area, and a reading space for children's activities. A small staff space is tucked into the corner of the room, adjacent to the staff workroom. This room has the only access to the unisex public toilet room.

- Square footage: 533 nsf.
- Shelving: 458 lf
- Amenities: proximity to circulation desk/entry; access to toilet room; variety of interesting spaces to read and play.

**Toilet**

This is the only "handicapped" accessible (see Code Evaluation) unisex toilet room in the building. The only access is through the children's room.

- Square footage: 47 nsf.
- Amenities: Natural light through window near ceiling; pleasant room finishes.

Non-Fiction Collection (Stacks and Reading):

The main non-fiction collection plus some reference materials, as well as table and chair seating, is located in this room. The space is large, but the shelving units are cramped and overcrowded, and all of the aisles are “dead-end” arranged.

- Square footage: 615 (stacks) and 415 (reading) nsf.
- Shelving: 1,494 lf + 306 lf
- Amenities: Centrally located; natural light and high ceilings provide a nice, comfortable feeling.

Reading / Computers:

This area is quiet and away from the main entrance, offering an atmosphere conducive for studying and contemplation. Access to two computer stations and the proximity to the periodical and special collections is an asset of this main reading room area. The high sloped ceilings and access to natural light make this room a favorite place for patrons. There are no chairs for comfortable, casual reading.

- Square footage: 546 nsf.
- Amenities: Adjacent to non-fiction, reference, periodicals, and special collections; adjacent to computer stations; large study tables and chairs.

Reference / Periodicals:

The stack area holds current and past periodicals, some historic materials, music/arts books and old biographies, as well as the card catalogs.

- Square footage: 422 nsf.
- Shelving: 390 lf
- Amenities: Close to reading area; direct access to exterior via exit door.

Special Collection:

This small room holds some historic materials and a small research space, secure from general use. Access is restricted.

- Square footage: 53 nsf.
- Shelving: 81 lf
- Amenities: Close to reading area.



Book Sale Area and Book Barn (Library Fair Storage):

The Friends area for book sales and storage of the Library Fair materials is housed in two “buildings” linked together and accessible from the library. Both areas are rough construction, with little environmental controls, such as adequate heat, air conditioning or lighting. Both spaces are crammed with books, boxes and other items.

- Square footage: 546(Book Sale) + 1173 (Book Sale/Book Barn) + 86 (storage) nsf.
- Shelving: 1,007 lf (for books) + 240 lf (storage)
- Amenities: Separate entrances from the library for after hours use; overhead garage doors allow space to spill to the exterior during sales in the summer months; connection to library an asset.



SECOND FLOOR (1,412 net square feet; 1,704 gross square feet)

This area is readily available for public use via an open stair in the fiction collection, but the floor is not accessible by handicapped individuals.

The second floor space houses a program area and several small storage rooms. Programs for patrons occur often on this floor, but due to its lack of accessibility for the handicapped, it has limited use. The headroom (sloped ceiling) also cuts down on some of the usable space. A second stairway (second means of egress) was added a few years ago.

- Square Footage: 889 (Program Space) + 339 (storage) + 128(storage) + 56 (storage) nsf
- Shelving: at wall areas
- Amenities: Quiet area away from main library; multipurpose function; natural light.

BASEMENT

The basement is exclusively used for mechanical equipment and is not accessible to the public.

There is a central space where the furnace, hot water heater and electric panel/service are located. Crawl spaces are evident under some portions of the building. Headroom in the basement does not meet code requirements for occupied use. Thought should be given to moving all mechanical and electrical functions out of the basement due to past flooding causing damage to the systems.

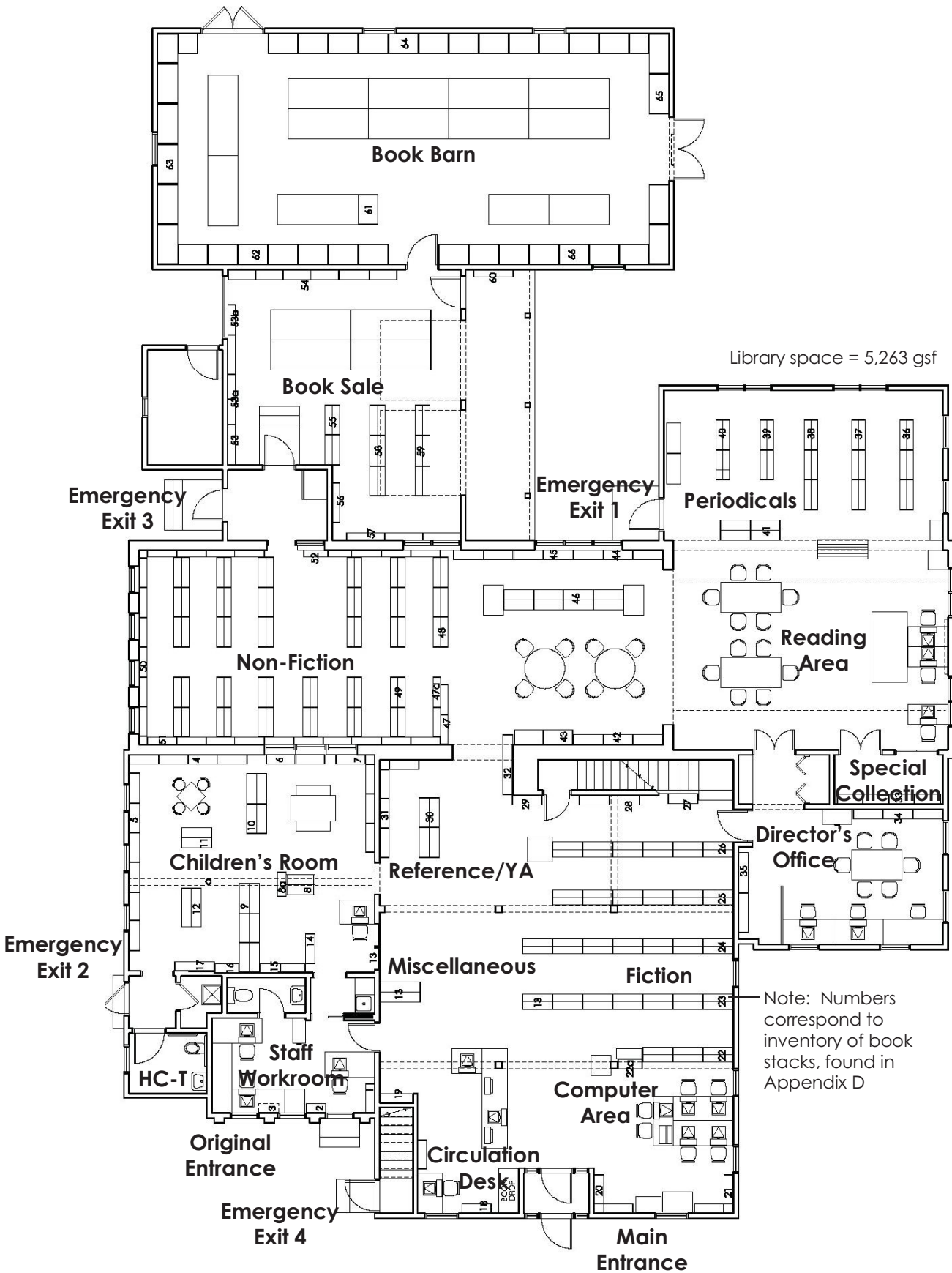
EXISTING CONDITIONS SITE AND FLOOR PLANS

The following pages schematically show the site plan layout (from the building survey), plus the first floor and second floor plans with furniture arrangements, as per architecture+ site visits during the summer of 2006. The plans are not fully accurate since detailed field measurements of the existing building and site were not part of the scope of work for Part A of this study. Space allocations are approximate and intended for reference only.

Source Information

⁵ *Photographs / images used from www.woodstock.org*







SECOND FLOOR PLAN



Woodstock Public Library

Feasibility Study - Part A Needs Analysis
Existing Conditions Second Floor Plan

BUILDING CONDITIONS SURVEY

The Woodstock Library contains approximately 7,184 gross square feet at the first floor. The second floor is about 1,474 net square feet. The basement is approximately 120 net square feet.

A description of major building components, deficiencies and recommended corrective work follows:

Site Work	Recommendation
1. Sidewalk in front of the building is sloped and in fair condition.	1. No work at this time. Note: The walk and entrance may not meet current ANSI standards (need to measure in more detail).
2. The concrete pad at the main entrance is in good condition.	2. No work at this time.
3. Landscaping appears to be in good condition. Large trees overhang the building.	3. Annual evaluation of tree limbs for pruning.
4. Wood picket fencing and railings at the main entrance are in good condition.	4. No work at this time.
5. Walking path around the building is in good condition.	5. Maintain the path for fire egress.
6. The front lawn area is low and often floods during rain storms. The building is located over a high ground water area.	6. Nothing (without great expense) can be done to correct this condition. Avoid building additional basements.

Exterior Walls	Recommendation
7. The exterior walls of the early building and later additions are a mixture of wood clapboard siding or aluminum siding (likely with an integral Styrofoam backer) on a wood framed structure. The exterior walls are in relatively good condition.	7. Clean aluminum siding; maintain paint on wood siding.
8. The Barn is painted wide wood clapboard siding with exposed structure and concrete floor.	8. No work at this time. The barn could be demolished for expansion.
9. There is an exposed stone foundation at the 1812 original building and a mixture of CMU and concrete foundations at various additions all in good condition.	9. No work at this time.



Exterior Walls continued	Recommendation
10. Exterior porches at the entry and rear of the building appear to be in good condition.	10. Correct exiting issues at one exterior door to made code accessible.
Roof	Recommendation
11. The roofing on all sloped areas is asphalt shingle in good condition, near the end of its useful life.	11. Consider replacing the roofing material within the next ten years.
12. The roofing of the 1986 addition is built up or modified type in good condition	12. Maintain existing flat roof areas.
13. The roofing of the original portion is asphalt shingle in poor condition.	13. Schedule replacing the roofing material within the next year.
14. Gutters around the building all were plugged with debris	14. Clean gutters and make minor repairs. Maintain 6 month cleaning schedule.
Exterior Windows	Recommendation
15. Windows are a combination of single pane glazed wood double-hung units, single pane glazed in-swinging wood casement units, and single pane glazed fixed wood units. The windows appear to be in good condition with some minor work required.	15. Repair any defective window components, glazing stops and/or hardware. Maintain paint and clean windows quarterly.
16. Storm windows are generally exterior type in good condition.	16. Maintain existing storm windows.
17. The barn windows are site fabricated with acrylic panes in fair condition.	17. No work at this time.
Exterior Doors	Recommendation
18. The current main entrance doors are stile and rail type wood with glass panes and glazed side lights and transom all in good condition. Doors are configured to form an air lock entry. Door operation is manual. Closers are mounted on the inside of both doors.	18. No work at this time (see code evaluation).
19. The original main entrance door is wood and has been secured shut and not in use. The door leaks in the rain and is drafty.	19. Make more permanent repairs to maintain this historical item and make it more weather tight.



Exterior Doors continued	Recommendation
20. Other exit doors are from the second floor, main reading room and children's room. They are solid core wood and or metal doors in good condition.	20. No work at this time.
21. Two overhead doors at the connector between the barn and the main building are in good condition.	21. No work at this time.
22. Barn doors are a pair of site fabricated swing type wood doors made of boards and are in good condition	22. No work at this time.

Structure	Recommendation
23. The original building and additions are wood framed, and appear to be in good condition. The roof structure is constructed of wood joist and wood trusses.	23. No work at this time.
24. An engineering report prepared in 1989 recommended that the wood girders under the front room be reinforced to provide a load capacity of 100 psf minimum. It does not appear that this work was completed.	24. Verify floor load capacity and design reinforcing as necessary.
25. There is significant standing water on grade below the front room floor framing. This can cause framing deterioration and mold formation. There was also standing water on the basement floor.	25. Provide drainage and sump pumps to remove water. Ventilation may also be required.
26. The floor joists in the children's room were reinforced as recommended in 1989. However, a report prepared in 2003 indicates that the girders were not reinforced and bookcases should be limited to the perimeter of the room.	26. The current room layout may be exceeding the floor capacity. Verify if girders were reinforced and design corrective work as necessary.
27. An engineering report prepared in 2003 discusses problems with the roof framing above the children's room.	27. Verify if an engineering design was prepared to correct the framing deficiency. None were found in records available to us.



Structure continued	Recommendation
28. No plans and specifications were found to document structural repairs and reinforcing completed to date.	28. Plans or sketches should be prepared by a licensed engineer for all future structural work. A final inspection and report by the engineer should be performed to verify proper construction.
29. The 1966 addition is wood frame bearing walls, built on a concrete foundation in good condition with cast-in-place concrete floors on grade. The roof structure is wood trusses in good condition.	29. No work at this time.

Insulation	Recommendation
30. The original 1812 building is likely to have no insulation in the exterior walls. Access to the attic was not available for observing the possibility of attic insulation.	30. No work at this time.
31. The drawings for the 1966 addition note fiberglass insulation in walls and roof. Limited access to the attic over the second floor space indicates some insulation is present.	31. No work at this time. Note: the insulation called for does not meet the current energy code.
32. The roof trusses in the connector and the barn are exposed trusses, and are not insulated.	32. No work at this time.

Interior Floors	Recommendation
33. The floors, in general, are covered with vinyl composition tile, carpet or linoleum – all in good condition.	33. No work at this time.
34. The floors in the connector and the barn are concrete slab on grade in good condition.	34. Replace carpet in addition.
35. The toilet rooms have 2x2 ceramic tile in good condition.	35. No work at this time.



Interior Walls	Recommendation
36. Interior walls throughout the original building and addition are finished with gypsum wall board, in good condition.	36. No work at this time.
37. The 1812 original building interior has some remnants of original moldings.	37. Consider preserving the historical items.
38. Wood base throughout is generally in good condition.	38. No work at this time.
39. The toilet rooms have 4x4 ceramic tile wainscoting in good condition.	39. No work at this time.

Interior Ceilings	Recommendation
40. Ceilings in general are gypsum board with dropped beams trimmed with wood moldings. Ceilings are in good condition.	40. No work at this time
41. The ceiling in the main reading room is a sprayed on textured finish in good condition	41. No work at this time

Interior Doors	Recommendation
42. Interior doors are generally stile and rail wood. Some have glazing and others are raised panels varying in age. All are in good to fair condition.	42. No work at this time.
43. Door hardware is generally in good, working condition.	43. No work at this time.

Stairs	Recommendation
44. The main stair to the second floor is open to the "reading room" with hand rail and wood balusters all in good condition. The stairs are 36" wide, with 34" clear at the bottom newel post.	44. No work at this time. Note: The stairs do not meet current building code standards.
45. A second set of stairs from the second floor provide a second means of egress directly to outside. The stair is in good condition.	45. No work at this time. Note: The exterior landing does not meet current building code standards.
46. The stairs to the basement are wood, in generally good condition.	46. No work at this time.



Library Furnishings	Recommendation
47. Generally the furniture in the library is in good condition, although some pieces are older, mismatched and could use refurbishing.	47. No work at this time.
48. The book stacks in the library are varying sizes and construction, and are generally in good condition.	48. No work at this time.
Hazardous Materials	Recommendation
49. No evidence of a hazardous materials survey was known or given to architecture+.	49. A hazardous materials survey is being performed concurrent with this document.
Plumbing	Recommendation
50. Municipal water service enters the building from Library Lane under the Director's Office. A shut-off valve is located outside the Staff Workroom. The water meter is located in a crawl space access opening at bottom of basement stairs with exterior remote readout at the Bilco door. All piping appears to be copper. Water service appears to be ¾ inch at meter. No evidence of a backflow preventer device was seen.	49. No work at this time.
51. The sanitary sewer appears to exit the building below the handicapped toilet room in a direction toward Route 212. There are no reports of sanitary piping problems.	50. No work at this time.
52. There are two vitreous china water closets, two vitreous china wall mounted lavatories, and one recessed sink in the building. All appear to be in good to excellent condition.	51. No work at this time.
53. Domestic hot water is provided by a small (ten gallon) electric hot water heater located in the janitor's closet near the public toilet room.	52. No work at this time.



Heating, Ventilating and Air Conditioning	Recommendation
54. There are two exterior hose bibs: one on the east side near the Bilco door and one outside the Staff Workroom on east wall.	53. No work at this time.
54. The heating and air conditioning systems are completely separate systems.	54. See comments below for each system.
55. Heat is predominantly provided by an oil-fired horizontal warm air furnace located in the basement. Sheet metal supply and return ductwork carries warm air to all sections of the heated space. Supply terminals are perimeter floor flush mounted diffusers. Wall mounted supply diffusers were noted in the front vestibule and public lavatory. Returns are also predominantly floor flush mounted returns. This system is a single zone with the thermostat located in the interior center area of the main stacks. The furnace is less than five years old. Heating provided by this system is uneven.	55. No work at this time. If the Library desires to increase the evenness of the heat output, the airflow at each supply diffuser and return should be measured to provide a starting point for rebalancing the system.
56. The existing heating system has a duct mounted humidifier. They types of humidifiers typically have marginal results without constant maintenance.	56. No work at this time.
57. Electric heat is provided at the side exit near the public toilet room and in the rear storage area.	57. No work at this time.
58. There is a new 1000 gallon underground fuel oil tank installed in the northeast "courtyard" outside the rear the Book Barn. The tank is a recent installation by the local fuel oil company. DEC compliance could not be determined.	58. Library should have the tank installer certify NYS DEC compliance and the size and type of tank for the Library's records.



HVAC continued	Recommendation
<p>59. Air conditioning is provided by seven (7) ductless split system units manufactured by Fujitsu. There are two three-circuit and one single circuit compressors located at grade outside. Refrigerant piping is routed in white PVC "gutter" type enclosures on the outside of the building to the respective interior units. Six of the zones are located on the First Floor. Zone Seven (the single zone compressor) serves the Second Floor. These systems are less than five years old. They appear to function well.</p>	<p>59. No work at this time.</p>
<p>60. The Second Floor has an older window air conditioning unit in the north wall which was not operating at the time of our visit. It appears the newer split system is adequate for this space.</p>	<p>60. No work at this time.</p>
<p>61. There is no outside air intake for the air conditioning system or heating system. Current codes require outside air intake.</p>	<p>61. No work at this time. This condition is "grandfathered". Renovations would require providing outside air introduction.</p>

Electrical Service	Recommendation
<p>62. The existing underground electric service originates on the east side of Library Lane. The service enters the Building under the Business Office and proceeds into the Basement where Central Hudson Gas & Electric's meter is located. The service is 120/240 volt single phase.</p> <p>a. The service has two main disconnects in an inaccessible non-code compliant location behind the newer oil-fired furnace. The amperage capacity of the disconnects is unknown (due to their inaccessibility) but are believed to be 100 amp each.</p>	<p>62. Relocate the service entrance disconnects to a code compliant space.</p>



Electrical Service continued	Recommendation
<p>b. One service disconnect feeds the main distribution panel in the Basement. We believe the second service disconnect feeds the panel at the top of the Basement stairs.</p> <p>c. There are two subpanels. Subpanel "B" in the Basement is subfed from the Basement MDP. The second subpanel located in the Business Office also appears to be fed from the Basement MDP.</p>	
63. Electric Service Location: The electric service is located in the Basement. The basement area reportedly floods if the sump pumps do not work due to failure or power outages.	63. Any expansion project should relocate the electric service to a non-floodable area (i.e. First or Second Floor).
64. Exterior Receptacles were observed.	64. Test all exterior GFI receptacles with an external tester. Replace defective receptacles. Replace non-GFI receptacles with GFI receptacles.
65. Snow melting cable is located on the roofs pitched to the interior. These cables are operated manually.	65. No work at this time.

Lighting	Recommendations
66. The interior lighting systems make use of energy efficient T8 fluorescent lamp and ballast combinations. Ballast type was not confirmed.	66. No work at this time.

Fire Alarm System	Recommendations
67. There is a manual and automatic (smoke detectors and heat detectors) fire alarm system manufactured by Silent Knight and installed by Safco. There is only one manual pull station in the Building. This is located at the front exit door. Code requires pull stations at each point of exit. Smoke detectors are not spaced per code. There is one audible/visual device (horn/strobe) located in the building, in the first room after entering the Library through the main entrance (stack area/reading room).	67. The fire alarm system should be expanded to meet minimum code requirements for pull stations, smoke detectors, and visual alarms.



Exit Lights	Recommendations
68. Exit lights do not have battery backup as required by code. Some exits have only non-illuminated signs.	68. Provide new battery powered LED (lower power consumption) exit lights throughout the building.
Emergency Lights	Recommendations
69. Battery powered emergency lights do exist. The spacing of emergency lights does not comply with code	69. Supplement emergency lighting with additional units.
Cable TV and Telephone System	Recommendations
70. These utilities appear to enter overhead from Library Lane.	70. No work at this time.
Computer System	Recommendations
71. The existing computer network is hard-wired and a wireless internet access has recently been added. The system reportedly meets current needs.	71. No work at this time.
Security System	Recommendations
72. The security system covers only the Staff Workroom behind the main circulation desk. The safe is located in this office. The keypad is to the left as you enter from the front Vestibule.	72. Consider expansion of system with motion detectors.

Note:

Recommended work is intended to maintain the building and its systems in good working condition, to repair deficiencies and/or to upgrade areas in violation of the Building Code of New York State, including ADA compliance issues.

No reconfiguration, alteration or addition to the building has been considered at this time.



CODE EVALUATION

Renovations to the Library will be constrained by the Building Code of New York State, by the Town of Woodstock Planning, Zoning and Civic Design departments, and by the Americans with Disabilities Act (ADA) Guidelines.

Building Code of New York State (Building Code)

This review of the Building Code paraphrases relevant sections. Provisions of the Building Code apply to all construction, alteration, replacement, repair, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. The Building Code is intended to provide minimum requirements to safeguard public safety, health and general welfare through structural strength, means of egress, adequate light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment.

Evaluation of the building assumes that while total compliance with the Building Code might not be mandatory, it may be desirable to correct some areas of non-compliance to improve public safety.

The occupancy classification of the existing library is Assembly, A-3 (Section 303), which is a building intended for assembly use. The building construction is Type Vb (Section 602), a structure of a type of construction in which structural elements, exterior walls and interior floors are of any materials permitted by the Building Code.

The Building Code limits the size of an A-3 building of type Vb construction to a **one-story 6,000** square foot building (Table 503), with some exceptions. If the building is fully sprinklered, you can increase the height restriction by one additional story (Section 504). Since the existing site has adequate, legal street frontage on three sides, the square footage may be increased **18.2%** (Section 506.2) to **7,091** square feet, plus an additional **12,000** square feet if the building is fully sprinklered (Section 506.1), to a total size of **19,091** square feet possible.

To determine the required number of means of egress from the building, Section 1003 of the Building Code applies. Using Table 1003.2.2.2 Maximum Floor Area Allowances per Occupant, to determine the occupant load for the building, for library reading rooms, use 50 net square foot per person; and/or at the stack areas, use 100 gross square foot per person. This translates to an occupancy load of **74** people. In buildings with this occupancy load, three means of egress are required. The main entrance and the exit at the periodical area qualify for two of the required means of egress. The exit door at the access to the Book Sale area and the exit at the Children's area do not meet the current requirements of the Building Code in their existing configuration (see *Building Conditions Survey*), but one of them will be required as a means of egress by the Building Code.



With an existing building, you must refer to the Building Code's **Chapter 34 - Existing Structures**, and **Appendix K - Rehabilitation of Existing Structures**. Portions of relevant information follow:

CHAPTER 34	EXISTING STRUCTURES
3401.1 Scope	The provisions of Appendix K of the code shall control the alteration, repair, addition and relocation for existing structures.
3410.2.3 Additions	Additions to existing buildings shall comply with the requirements of this code for <u>new construction</u> . Full ADA compliance will be required in the addition. Also, where a fire wall complying with Section 705 is provided between an addition and the existing building, the addition shall be considered a separate building, and shall fully comply with the code.
3410.2.4 Alterations and Repairs	An existing building or portion thereof, which does not comply with requirements of this code for new construction shall not be altered or repaired in such a manner that results in the building being less safe or sanitary than such building is currently.
APPENDIX K	REHABILITATION OF EXISTING STRUCTURES
K101.1 Scope	The provisions of this appendix shall apply to the alteration, repair, renovation, reconstruction, and addition to existing buildings and structures.
K101.3 Categories of Work	Work shall be classified into categories of repair, renovation, alteration, reconstruction or addition. Specific requirements established for a category shall be applicable to the respective work.
K2 Definitions	Chapter K4 Repair The patching or restoration of materials, elements, equipment and/or fixtures for the purposes of maintaining such materials, elements, equipment and/or fixtures in good or sound condition. Chapter K5 Renovation The removal and replacement of the covering of existing materials, elements, equipment and/or fixtures using new materials, elements, equipment and/or fixtures that serve the same purpose, without reconfiguring the space. Chapter K6 Alteration The reconfiguration of any space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.



APPENDIX K (continued)**REHABILITATION OF EXISTING STRUCTURES**

K2 Definitions**Chapter K7 Reconstruction**

Any project where the reconfiguration of space, as indicated on the construction documents, is such that it adversely impacts the means of egress shared with spaces outside the work area, or affects more than 2/3 of the building area. Reconstruction involves work not initially intended by the owner but specifically required by Appendix K.

Chapter K9 Additions

Any extension or increase in floor area or height of an existing building or structure.

Section K504 Accessibility

For **Chapter K5 Renovations**, all new material used and new devices installed shall conform to the requirements of Chapter 11 of the code.

Section K604 Accessibility

For **Chapter K6 Alterations**, a building, element, or component that is altered shall comply with the provision in Chapter 11 of the code.

Section K905 Accessibility

For **Chapter K9 Additions**, additions shall comply with the requirements of Chapter 11 of the code.

CHAPTER 11**ACCESSIBILITY**

1101.1 Scope

The provisions of this chapter, and Appendix E (amendments to Chapter 11) shall control design and construction of facilities for access to physically disabled persons.

1103.1 Where Required

Buildings and structures including sites shall be accessible to persons with physical disabilities.

1103.2 General Exceptions

Refer to **Appendix K** descriptions (See Chapters K4 Repairs, K5 Renovation, K6 Alterations, K7 Reconstruction and K9 Additions).

As confirmation of the number of toilet facilities required for the building, the following has been provided:

CHAPTER 29**PLUMBING SYSTEMS**

2902.1 Minimum number of fixtures

Table 2902.1 notes that in a group A-3 occupancy (libraries), one water closet per 125 males and one per 65 females shall be provided, and one lavatory per 200 persons.

Note: The Building Code of New York is being modified for Existing Buildings in January of 2007, and Appendix K will be eliminated. A code compliance review will need to be completed again after January to verify that new requirements are met.



Zoning Regulations

The Town of Woodstock Zoning Board will review any planned building renovations and/or additions to the Library. Some pertinent information follows:

SECTION	DESCRIPTION														
135-9.1	<p>Site Plan Review Required data: 3 copies of application and 6 copies of site plan are required at 1:20 scale. Submission is required 2 weeks prior to planning board meeting.</p>														
135-19	<p>Off Street Parking - minimum requirements for offices: 1 per 300 sf for banks and offices: 1 per 200 sf and 1 per 4 employees (no specific category for libraries) Board of Appeals may waive requirements if sufficient public parking is provided.</p>														
135-21	<p>Location of Parking Lots In B-1 and I-2 zoning districts, off street parking will not be permitted in front of any building.</p>														
135-23	<p>Walls and Fences Maximum height allowed is 6'-0" at the street.</p>														
135-25	<p>Signs 1 1/2 square foot illuminated sign is allowed in residential districts. In non-residential districts, signs shall not exceed 15% of wall area if attached to such wall.</p>														
135-48.1	<p>Costs for reviews</p> <table> <tr> <td>Site Plan Review:</td> <td>\$100</td> </tr> <tr> <td>Final Site Plan Approval:</td> <td>\$100</td> </tr> <tr> <td>Architectural Review:</td> <td>\$25</td> </tr> <tr> <td>SEQR Review</td> <td></td> </tr> <tr> <td> Draft EIS:</td> <td>\$100 (minimum)</td> </tr> <tr> <td> Final EIS:</td> <td>\$100 (minimum)</td> </tr> <tr> <td>Building Fees:</td> <td>up to 20,000 sf: \$50 plus \$.15/sf from 20,000 to 50,000, add \$.10/sf</td> </tr> </table>	Site Plan Review:	\$100	Final Site Plan Approval:	\$100	Architectural Review:	\$25	SEQR Review		Draft EIS:	\$100 (minimum)	Final EIS:	\$100 (minimum)	Building Fees:	up to 20,000 sf: \$50 plus \$.15/sf from 20,000 to 50,000, add \$.10/sf
Site Plan Review:	\$100														
Final Site Plan Approval:	\$100														
Architectural Review:	\$25														
SEQR Review															
Draft EIS:	\$100 (minimum)														
Final EIS:	\$100 (minimum)														
Building Fees:	up to 20,000 sf: \$50 plus \$.15/sf from 20,000 to 50,000, add \$.10/sf														
Other	No Occupancy Certificate is required.														



Planning

The Town of Woodstock Planning Board will review any planned building renovations and/or additions to the Library requiring a building permit.

Special Review

The Town of Woodstock Civic Design Commission will review any planned building renovations and/or additions to the Library.

Library Standards and Guidelines

All New York State Public Libraries must meet 11 minimum standards for service, as outlined by the New York State Education Department. These standards and guidelines help libraries provide better quality services to their communities, advocate better for the funds needed to provide quality library services, and be more accountable to the community paying for library services. These standards were adopted in Section 90.2 of the Regulations of the Commissioner of Education.⁶

The New York State Library Division of Library Development designed the Helpful Information for Meeting Minimum Public Library Standards, as revised in 2002, to assist librarians, trustees, and system personnel in understanding those guidelines.⁷ Item #8 of the standards is called “Maintaining a facility to meet community needs,” which provides links to various publications that provide “rules of thumb” or “standards” for libraries to follow.⁷ Since there are no legally required library space standards, these publications, and other sources are generally used for assistance in planning for library buildings.

While not a governing agency, the American Library Association (ALA) offers standards and guidelines for libraries to follow. The mission of the ALA is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.⁸

Also not a governing agency is the New York Library Association (NYLA) which also offers standards and guidelines for libraries to follow. The mission of NYLA is to lead in the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning, quality of life, and equal opportunity for all New Yorkers.⁹

Source Information

⁶ Information from www.nysl.nysed.gov/libdev/ministan.htm

⁷ Information from www.nysl.nysed.gov/libdev/helpful.htm

⁸ Information from www.ala.org

⁹ Information from www.nyla.org



AMERICANS WITH DISABILITIES ACT (ADA) GUIDELINES

The American's with Disabilities Act of 1990 (ADA), as amended through September 2002, is a civil rights act governing a broad scope of services, facilities and situations, many of which do not relate to the built environment. Much of the ADA is subject to interpretation and in many cases opposing views may be inferred from the same section of text. The following interpretations are based on our best professional opinion.

The ADA provides that alterations to facilities be made in such a manner that the altered portions of the facilities are readily accessible to and by individuals with disabilities. Furthermore, the provisions of the ADA require that public entities must make reasonable accommodation to avoid discriminating against individuals with disabilities. This may include modification of rules, policies or practices, removal of architectural, communication or transportation barriers, or the provision of auxiliary aid and services. The existing library has a few physical obstacles to accessibility.

Section 4 of the ADA Guidelines lists **Accessible Elements and Spaces: Scope and Technical Requirements**. Portions of this section are paraphrased below (and on the following pages):

SECTION 4	DESCRIPTION
4.1.6 Accessible Buildings: Alterations	Alterations to existing buildings and facilities shall comply with the following: (a) Cannot decrease accessibility; (b) Each altered element, space feature or area shall comply with standards for new construction; (e) If it is technically infeasible to comply with 4.22 (toilet rooms), then at least one unisex toilet room will be permitted where water closet and lavatory meet minimum standards.

Section 8 of the ADA Guidelines is devoted solely to requirements for Libraries. Portions of this section are paraphrased below:

SECTION 8	DESCRIPTION
8.1 General	In addition to Section 4 , the design of all public areas of a library shall comply with Section 8 , including reading and study areas, stacks, reference rooms, reserve areas, and special facilities or collections.
8.2 Reading/Study Areas	At least 5% or a minimum of one of each element of fixed seating, tables, or study carrels shall comply with 4.2 and 4.32 . Clearances between fixed accessible tables and between study carrels shall comply with 4.3 .
8.3 Check-Out Areas	At least one lane at each check-out area shall comply with 7.2(1) . Any traffic control or book security gates or turnstiles shall comply with 4.13 .



SECTION 8 (continued)

DESCRIPTION

8.4 Card Catalogs / Magazine Displays

Minimum clear aisle space at card catalogs and magazine displays shall comply with **Figure 55**. Maximum reach height shall comply with **4.2**, with a height of 48" preferred irrespective of approach allowed.

8.5 Stacks

Minimum clear aisle with between stacks shall comply with **4.3**, with a minimum clear aisle width of 42" preferred where possible. Shelf stack height is unrestricted (See **Figure 56**).

7.2(1) Service Counters

At least one portion of counter shall be 36" high by 36" wide on an accessible route.

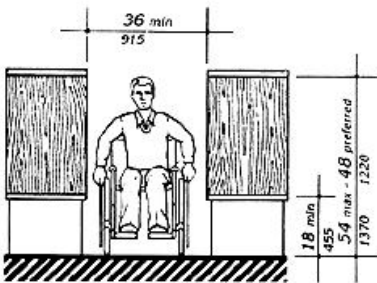


Figure 55

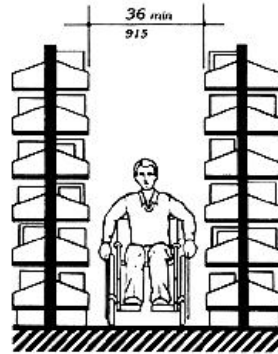


Figure 56

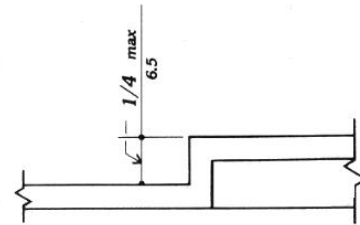


Figure 7(c)

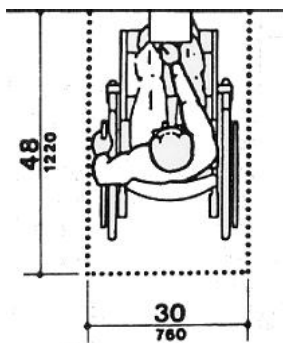


Figure 4b Wheelchair Clearance

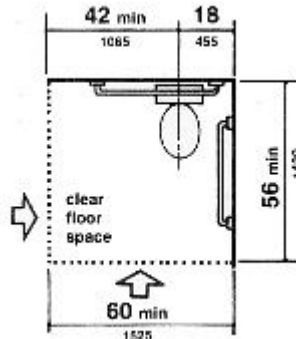


Figure 28 Water Closet Clearance



Figure 32 Lavatory Clearance

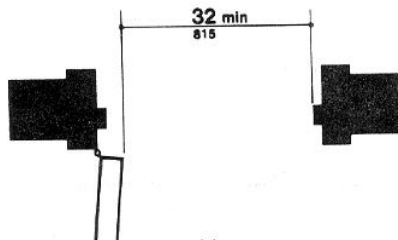


Figure 24(a) Door Opening

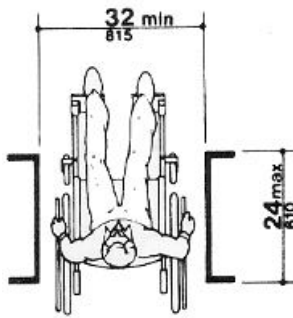


Figure 24(e) Door Depth

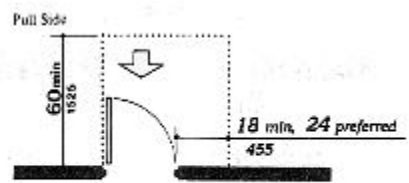


Figure 25(a)



Section 4 requirements for **Accessible Elements and Spaces: Scope and Technical Requirements**, as referenced in **Section 8**, with possible impacts to the Fort Plain Library follow:

Section 4	Description
4.1.1 (6) Toilets	<ul style="list-style-type: none"> ▪ If toilet facilities are provided, they shall comply with 4.22.
4.2 Space Allowance and Reach Ranges	<ul style="list-style-type: none"> ▪ 4.2.1 Wheelchair passage width shall be 32" minimum at a point, and 36" continuously. ▪ 4.2.3 Wheelchair turning space shall be 60" clear diameter. ▪ 4.2.4 Clear floor area for Wheelchairs – 30" x 48" See Figure 4b.
4.3 Accessible Route	<ul style="list-style-type: none"> ▪ 4.3.1 All walks, halls, corridors, aisles, and other spaces that are part of an accessible route shall comply. ▪ 4.3.2 Provide at least one accessible route within the boundary of the site. ▪ 4.3.3 Minimum clear width of an accessible route shall be 36", except at doors (see 4.13.5 - Figure 42(a) and (e)). ▪ 4.3.8 Vertical changes in levels shall be no greater than 1/4" (see Figure 7(c)) – to be added ▪ 4.4.1 Protruding objects with leading edges between 27" and 80" above the floor shall protrude no more than 4". ▪ 4.4.2 Headroom shall be 6'-8" minimum.
4.13 Doors	<ul style="list-style-type: none"> ▪ 4.13.5 Door width shall have minimum clear opening of 32" with the door open 90 degrees; no greater than 24" deep. ▪ 4.13.8 Thresholds at doors shall not be greater than 3/4" for exterior sliding doors, and 1/2" for all other doors. ▪ 4.13.9 Handles, pulls, latches locks and other operating devices shall have a shape that is easy to grasp, and does not require tight grasping for use. ▪ 4.13.10 Doors with closers shall have the sweep period adjusted from 70 degrees for at least 3 seconds. ▪ See Figure 25(a) for maneuvering clearances at doors
4.16 Water Closets	<ul style="list-style-type: none"> ▪ See Figure 28 for required clearances.
4.19 Lavatories	<ul style="list-style-type: none"> ▪ 4.19.2 Lavatories shall be mounted with rim/counter no higher than 34". Provide 29" clear to bottom of apron. ▪ 4.19.3 Provide 30" x 48" clear floor space at each lavatory. See Figure 32. ▪ 4.19.4 Hot water and drain pipes shall be insulated.
4.22 Toilet Rooms	<ul style="list-style-type: none"> ▪ 4.22.1 Toilet facilities are required to be accessible. ▪ 4.22.3 Doors shall not swing into the clear floor space required for any fixture. ▪ 4.22.3 Clear floor space shall comply with 4.22.4 and 4.22.6. ▪ 4.22.4 Water closets shall comply with 4.16. ▪ 4.22.6 Lavatories shall comply with 4.19.



Section 4 (continued)	Description
4.32 Fixed or Built-in Seating and Tables	<ul style="list-style-type: none"> ▪ 4.32.3 Knee clearances for people in wheelchairs provided at tables or counters shall be 27" high, 30" wide and 19" deep. ▪ 4.32.4 Height of tables and counters shall be from 28" to 34". ▪ 4.32.5 Height of tables and counters for children (12 and younger) shall be 24" high, 30" wide and 19" deep. Tops of accessible counters shall be from 26" to 30" high.

ADA COMPLIANCE IMPLICATIONS for Woodstock Public Library

The following is a summary of the physical barriers preventing handicapped accessibility at the Woodstock Public Library:

1. Some aisle widths at book stacks do not meet code requirements. Figure 55 requires the minimum clear width at book stacks/aisles to be 36". In many areas throughout the building, this minimum standard is not met, in violation of 8.5, 4.2 and 4.3.
 - a. At the periodical area, end aisle width measured 35"; between the magazine rack and ends of stacks was measured at 24".
 - i. **Recommendation:** Reconfigure book stacks to provide acceptable aisle width minimum of 36".
 - b. At the reference area (near young adult), aisle width measured 34".
 - i. **Recommendation:** Reconfigure book stacks to provide acceptable aisle width minimum of 36".
 - c. At the book barn, many aisles were less than 36".
 - i. **Recommendation:** Reconfigure tables to provide acceptable aisle width minimum of 36".

2. Some of the handicapped accessible routes within the building and at exits do not meet code requirements of 36" width (landings 5'-0" x 5'-0") or clearance between doors in a series in violation of 4.3, (*add door series citation*) and 4.13.
 - a. The main exit doors, in series, do not meet code requirement of 4'-0" between doors when opened.
 - i. **Recommendation:** Make vestibule larger (longer) either by exterior or interior modifications.
 - b. The width of the stair to the second floor is 36" but with only 34" clear at the bottom newel post.
 - i. **Recommendation:** No work at this time ("grandfathered" condition, but could be considered a liability for using the second floor) or consider not using the second floor.
 - c. The exit door from the second floor to the exterior does not egress onto a code compliant landing.
 - i. **Recommendation:** Provide 5'-0" x 5'-0" landing within 4-3/4" to 7" below threshold, and provide adequate steps and handrail to grade.



- d. The exit door from the children's area alcove to the exterior does not egress onto a code compliant landing.
 - i. **Recommendation:** Provide 5'-0" x 5'-0" landing within 4-3/4" to 7" below threshold, and provide adequate steps and handrail to grade. *Note: The boundary line at this area may preclude this option unless a variance is obtained.*
- 3. The one unisex "handicapped accessible" toilet room does not meet some ADA clearances, in violation of 4.19.3, 4.19.4 and 4.22.3.
 - a. The door swings into the required fixture clearance floor space.
 - i. **Recommendation:** Change the door to swing outward into the alcove, or consider relocating the plumbing fixtures.
 - b. Grab bar length shall be 4'-6" from wall back wall of toilet.
 - i. **Recommendation:** Due to interference with door, this cannot be achieved. Consider relocating the plumbing fixtures.
 - c. *Piping below sink is exposed.*
 - i. **Recommendation:** *Insulate piping below sink.*

OPINION OF PROBABLE CONSTRUCTION COSTS - Repairs

The following opinion of probable construction costs assumes construction commencing in 2006 and should be escalated if construction occurs at a later date.

Items listed below correspond with descriptions noted in the Building Conditions Survey and Code Evaluation - ADA Guidelines sections of this report.

REPAIRS

SITework

	<u>Area</u>	<u>Work Description</u>	
1	Sidewalks	No Work at this time	\$0
2	Concrete pads	Increase size at required exits/ fix slab settling	\$600
3	Landscaping	Miscellaneous pruning	\$3,000
4	Picket fence and railings	No Work at this time	\$0
5	Path around building	Maintain egress	\$1,500
6	Lawn	No Work at this time	\$0
<i>Subtotal Sitework</i>			\$5,100

EXTERIOR

	<u>Area</u>	<u>Work Description</u>	
7	Aluminum Siding	Clean siding	\$1,100
8	Barn clapboard siding	No Work at this time	\$0
9	Stone foundation	No Work at this time	\$0
10	Porches	Corrective work	\$1,800
11	Roof at slope	No Work at this time	\$0
12	Roof on 1986 addition	No Work at this time	\$0
13	Roof on original building	Replace within the year	\$6,000
14	Gutters	Clean and repair	\$1,320
15	Windows	Repair	\$500
16	Storm windows	No Work at this time	\$0
17	Barn windows	No Work at this time	\$0
18	Main entrance doors	No Work at this time	\$0
19	Original entry door	Repair/weather-strip	\$250
20	Exterior doors	No Work at this time	\$0
21	Overhead doors	No Work at this time	\$0
22	Barn doors	No Work at this time	\$0
<i>Subtotal Exterior</i>			\$10,970

INTERIOR

	<u>Area</u>	<u>Work Description</u>	
23	Original building structure	No Work at this time	\$0
24	Wood girders @ front room	Verify floor loading	\$500
25	Standing water @ basement	Drainage/sump/ventilation	\$900
26	Floor joists @ children's area	Reinforce	\$1,110
27	Roof joists @ children's area	Reinforce	\$4,000
28	Structural repairs	Verify extent	\$500
29	1966 addition repairs	No Work at this time	\$0
30	1812 insulation	No Work at this time	\$0
31	1966 insulation	No Work at this time	\$0
32	Barn insulation	No Work at this time	\$0
33	Floor finishes	No Work at this time	\$0
34	Barn/connector floor finishes	Replace carpet	\$500



OPINION OF PROBABLE CONSTRUCTION COSTS - Repairs

REPAIRS (continued)

INTERIOR (continued)

	<u>Area</u>	<u>Work Description</u>	
35	Toilet room floor	No Work at this time	\$0
36	Gypsum walls	No Work at this time	\$0
		No Work at this time/consider	
37	1812 trim	preservation	\$0
38	Wood base	No Work at this time	\$0
39	Gypsum ceiling	No Work at this time	\$0
40	Reading room ceiling	No Work at this time	\$0
41	Interior doors	No Work at this time	\$0
42	Door hardware	No Work at this time	\$0
43	Main stair to second floor	No Work at this time (Code issue)	\$0
		No Work at this time (Code issue at	
44	Second stair from second floor	exterior)	\$0
45	Basement stair	No Work at this time	\$0
<i>Subtotal Interior</i>			\$7,547

FURNISHINGS

	<u>Area</u>	<u>Work Description</u>	
46	Library furniture	No Work at this time	\$0
47	Library book stacks	Rearrange where code deficient	\$1,000
<i>Subtotal Furnishings</i>			\$1,000

HAZARDOUS MATERIALS

	<u>Area</u>	<u>Work Description</u>	
49	Hazardous materials survey	Conduct survey	\$4,000
<i>Subtotal Hazardous Materials</i>			\$4,000

PLUMBING

	<u>Area</u>	<u>Work Description</u>	
49	Water service	No Work at this time	\$0
50	Sanitary sewer	No Work at this time	\$0
51	Plumbing fixtures	No Work at this time	\$0
52	Domestic hot water	No Work at this time	\$0
53	Hose bibbs	No Work at this time	\$0
<i>Subtotal Plumbing</i>			\$0

HEATING, VENTILATION AND AIR CONDITIONING

	<u>Area</u>	<u>Work Description</u>	
54	HVAC	See comments below	\$0
55	Heating system	No Work at this time	\$0
56	Duct humidifier	No Work at this time	\$0
57	Electric heat	No Work at this time	\$0
58	Fuel tank	DEC compliance letter	\$400
59	Air conditioning system	No Work at this time	\$0
60	Air conditioning unit (2nd floor)	No Work at this time	\$0
61	Outside air intake	No Work at this time	\$0
<i>Subtotal HVAC</i>			\$400



OPINION OF PROBABLE CONSTRUCTION COSTS - Repairs
REPAIRS (continued)

ELECTRICAL

	<u>Area</u>	<u>Work Description</u>	
62/63	Electrical disconnect/service	Relocate	\$3,000
64	Exterior outlets	Test/replace to GFI	\$600
65	Snow melting	No Work at this time	\$0
66	Lighting	No Work at this time	\$0
67	Fire Alarm system	Expand to meet code	\$5,000
68	Exit lights	Add battery powered units	\$2,500
69	Emergency lights	Supplement existing system	\$1,800
70	Cable/telephone	No Work at this time	\$0
71	Computers	No Work at this time	\$0
72	Security system	Expand system	\$4,000
<i>Subtotal Electrical</i>			\$16,900

CODE EVALUATION - ADA GUIDELINES

	<u>Area</u>	<u>Work Description</u>	
1ai	Aisle widths	Reconfigure book stacks	\$350
1bi	Aisle widths	Reconfigure book stacks	\$350
1ci	Aisle widths	Reconfigure book stacks	\$300
2ai	Main entrance doors	Reconstruct new vestibule	\$2,500
2bi	Door width @ newel post	No work at this time	\$0
2ci	Exit landing from second floor	Provide new concrete pad	\$300
2di	Exit landing from children's area	Provide new concrete pad	\$300
3ai	Door swing into room	Change door swing	\$150
3bi	Grab bar violation	Switch locations of fixtures	\$600
3ci	Exposed piping at sink	Insulate piping	\$50
<i>Subtotal ADA Compliance</i>			\$4,900

Subtotal REPAIRS \$50,817

5% General Conditions \$2,541

10% Overhead + Profit \$5,082

Subtotal \$58,440

10% Contingency \$5,844

Subtotal \$64,284

10% A/E Fees \$6,428

REPAIR TOTAL \$70,712



EXISTING PROGRAM

The existing program square footages are listed below, as per the following drawings. Square footage is measured by the net area - usable square footage.

Existing Area	Existing	Comments
Collection		
Fiction	600 sf	includes fiction, new books plus some video collection
Computers	201 sf	includes public access computers, copier, printer, reference materials, local interest brochures
Miscellaneous	186 sf	includes public access computer, videos
Reference / Young Adult	187 sf	includes some reference materials and young adult collection
Children's Area	533 sf	includes play areas and staff space
Non-Fiction Stacks	615 sf	includes adult and young adult collections, some reference
Non-Fiction Reading	415 sf	includes tables and chairs; some reference; some historical collections
Reference/Periodicals	442 sf	includes current and past publications; some historical collections
Reading/Computers	546 sf	includes public access computers, tables and chairs
Special Collection	53 sf	very small area that cannot hold entire collection of historical documents
Community Services		
Program Space	889 sf	second floor space (only) includes stack space, storage space and area for meetings, presentations, children's programs
Book Sale	546 sf	unfinished space - attached to library: includes book sale items
Book Barn	1173 sf	unfinished space - attached to library: includes book sale items and storage for Library Fair materials
Administrative		
Vestibule	26 sf	vestibule does not meet code
Entry/Lobby	108 sf	area immediately inside entrance doors to be used for displays and maneuvering room at circulation desk
Circulation Desk	165 sf	area near entry/computers/fiction
Staff Workroom	153 sf	space for 3 staff
Director/Conference	319 sf	within fiction area/connection to main reading area



EXISTING PROGRAM

Existing Area	Existing	Comments
Support Services		
Public Toilet	47 sf	one unisex toilet room for the entire facility accessed through children's area
Staff Toilet	27 sf	accessible through staff workroom
Break (kitchenette)	23 sf	within Staff area
Storage (janitor)	19 sf	in alcove of Children's area
Storage (director)	45 sf	within Director's area
General Storage	339 sf	on second floor
General Storage	128 sf	on second floor
General Storage	56 sf	on second floor
Book Barn Storage	86 sf	first floor; exterior access only
TOTAL	7,927 sf	Actual
	1.12	<i>multiplier</i>
TOTAL	8,888 sf	Actual
		Net square feet First and Second Floors
		Gross square feet First and Second Floors



