

LaGrange Association Library Facility Plan

Part 1: Useful Life Maintenance & Replacement Schedule

The LaGrange Association Library operates in a rented space on the second floor of a 2 story commercial building that houses other businesses. The building owner, 1110 Route 55 LLC, is responsible for the maintenance, cleaning, and repair of all common interior and exterior areas of the building and property. The Library pays a percentage of the total yearly common area maintenance charges based on the amount of square footage it occupies.

The Library Director and staff notify the owner of any problems or issues concerning the common areas on a regular basis.

The Library is responsible for the maintenance and cleaning of the library proper, 2 public restrooms, and the adjacent Community Room and Conference Room.

2: Assessments & Projects

a. Safety & Code Compliance

The Library space and restrooms are fully compliant with ADA, safety, and building codes.

b. Accessibility

The building entrance is ground level with stairs and an elevator up to the Library on the second floor. The entrance to the Library is equipped with an automatic door.

c. Energy Conservation

All lighting is LED and brightness adjusts with natural light.

d. Space Needs

- dedicated children's program room
- children's staff office
- increased shelving for the children's collection and the adult collection
- dedicated passport application office

- book donations sorting room
- Friends of the Library book sale room
- Friend of the Library book sale donations storage

In November of 2020, the Library relocated more centrally within the Town of LaGrange to a physical plant that has the potential to expand and afford the appropriate space and amenities in which to operate in the long term and meet its service goals to the community.

Currently, the Children's Room is not large enough to hold youth programs, house all of the children's books, or house an office for programming staff to meet, discuss, plan, and coordinate youth programs or make professional phone calls.

Story times and programs must be conducted in the Community Room, which is primarily intended for adult library programs and use by other community agencies and groups. This situation is not ideal for the following reasons:

- it limits the availability of the room for its intended purpose
- it does not contain tables and chairs to accommodate children
- because it is used by so many groups, it cannot stay set up or store the materials used for the many youth programs that take place at the Library
- it is not in proximity to or in the sightline of the main children's room where parents often wait with their younger children.

Approximately 50% of the children and adult books are stored in unfinished areas of the Library, inaccessible to patrons for browsing. Staff must retrieve specific titles for patrons to peruse and/or check out, which does not provide an optimal customer service experience.

Passport processing/picture taking must take place in the Conference Room, which is intended to be a smaller meeting room for groups and organizations.

Part 3: Prioritized Project List

1. Expand the main Children's Room:

- a. to add a dedicated program room for youth, a children's staff office, and increased shelving for the children's collection, which will free up the Community Room to increase and diversify the number and types of programs the Library could offer for all ages to the LaGrange community

