

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, its 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 entrances to the building and to the Library are equipped with automatic doors.

c. Energy Conservation

All lighting is LED and brightness adjusts with natural light.

d. Space Needs

- increased shelving space for the entire adult collection of materials
- dedicated passport application office
- book donations sorting room
- book sale room

- book donations storage
- larger Community Room
- additional seating and study areas

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.

In August 2024, the Children's Room was expanded to afford the addition of a dedicated youth program room, additional shelving for all of the children's books, and a youth services staff office and storage for program materials and supplies.

Currently, approximately 50% of the adult collection is 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

Renovate the remaining 2,000 square feet of unfinished storage areas to enlarge the main Library to:

- a. create ample shelving space allowing patrons unfettered access to the entire adult materials collection
- b. enlarge the Community Room with capacity for 100 people
- c. add a passport application office for patron privacy and picture-taking, freeing up the Conference Room for use by smaller groups and Library programs
- d. add a book donations sorting area, book donations storage closet, and an ongoing book sale room
- e. add additional seating and study areas

Approved by the Board of Trustees, February 13, 2020

Amended & Approved, May 13, 2021

Amended & Approved, November 14, 2024