

BETHLEHEM PUBLIC LIBRARY

MASTER PLANNING REPORT



Owner:

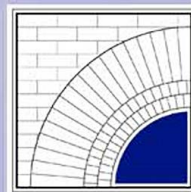
Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

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Library Board of Trustees:

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Bethlehem Public Library
Master Planning Report
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Bethlehem Public Library

Master Planning Report

Introduction

Butler Rowland Mays Architects, LLC (BRMA) has assembled this Master Planning Report as a tool to assist the Board of Trustees of The Bethlehem Public Library (BPL) in their efforts to address their community's wants and needs for this institution and facility.

This report will contain an assessment of the existing facility and site, and the adjacent Borthwick House and site purchased by the Library. A review of existing conditions, deficiencies, opportunities, challenges and limitations will be provided. As the result of a consensus of the Board of Trustees, the Building Committee, and the Design Team, no other locations or buildings were reviewed as alternative locations for housing the operations, collections, or programs of the Bethlehem Public Library. The existing site and location are historically tied to the downtown Delmar area, and the infrastructure that exists would be difficult and expensive to reproduce elsewhere. Efforts have therefore been focused on the opportunities presented at the current site, while mitigating limitations presented thereon.

This report is tailored for the community served by the BPL and might look very different from an assessment of a different community in a different location with a different building. To architecturally represent the wants and needs of the residents of the Bethlehem Public Library, input from the community and staff of the BPL is a key element of this report.

Background:

The Bethlehem Public Library (BPL) is located in the Town of Bethlehem in Albany County, New York. It is a school district public library chartered to serve the community within the boundary known as the Bethlehem Central School District with a population of 27,878 (2010 Census). Per the 2020 Annual Report to the Community, the collection contains over 217,000 items with circulation of the physical collection exceeding 275,000 items in 2020, during a pandemic that required curbside pick-up only for a large portion of the year. Use of digital content rose 57% but was still only 34% of total circulation. BPL has approximately 22,000 card holders who attended more than 380 programs, 245 in-person, and asked over 33,000 reference questions.

The current building was constructed in the early 1970's. The building and the site are owned by the Bethlehem Central School District and totals 32,360 square feet (NYS Annual Report for Public and Association Libraries – 2017).

The following report was compiled with input from the Board of Trustees and Long Range Plan Steering Committee, Library administration, staff, and the community. BRMA has also consulted the Library's Plans of Service, the Library's 2018 Community Survey, and various public reports.

Primary goals identified are:

- Expansion of space for programming, meetings and community gathering while eliminating barriers to access and maintaining a flexible, adaptable space.
- Providing a vibrant, engaging, and comfortable space for study and community engagement.
- Maintain and enhance a dynamic collection of resources for public use.
- Meeting the needs of Library staff so it can fully and efficiently carry out programs and services that are so valuable to residents of its service area.

Process:

To address the primary goals, the Library Architects, Butler Rowland Mays Architects, LLP, have assembled a design team including Architects, Engineers and Library Specialists.

The process employed in assembling this report included five distinct steps:

1. An evaluation of the physical attributes of the existing building, site and the adjacent property under consideration against the criteria established by library design standards. Evaluation of the existing building systems (structure, plumbing, HVAC, electrical, etc) and building envelope elements (roof, masonry, windows, etc) for condition and longevity, with recommendations for upgrades and improvements.
2. Facilitation of meetings with staff and the community to gather input used in the development of the building program within the spatial constraints of the facility and site.
3. Development of a conceptual design showing how the building program might be reconciled with the constraints and opportunities of this site and structure, through changes in collection layout, renovations, and/or additions.
4. Development of a series of logical phases to provide the Library with a path forward that prioritizes public service from this location during construction, and breaks construction costs out into smaller projects.
5. Provision of budget projections for each phase.

The Design Team, along with the engineers, carefully reviewed the existing documentation and visited the Library on several occasions to directly observe existing conditions both interior and exterior. The findings from these explorations form the basis for the Issues Spreadsheets and Narratives in each respective section of the report, as well as the underlying scope for modifications and improvements listed in the Phases and the Draft Preliminary Budgets.

Lastly, in order to truly evaluate the potential of a property for such an important civic project, it is necessary to reconcile the building program and desired building size with the framework established by the site parameters in a conceptual design. Therefore, the Design Team has created

a design concept and conceptual scheme, including phased site plans and phased floor plans, included in this report. It should be noted that the scheme is a reflection of what is possible on the site, and is not necessarily a completely comprehensive description of the specific project which will eventually be presented to the public in a fundraising and referendum campaign, until after other considerations are deliberated by the Board of Trustees (including acceptable budget, schedule, grant funding opportunities, and program considerations). These considerations may increase or decrease any of the variables of the project description: scope, budget, and material quality/sophistication. This information is a planning tool intended to assist the Board in making a decision regarding an appropriate long-term direction for the facility relative to capital improvements to the facility.

Recognition and thanks must be given to the following people, for their valuable participation and assistance in the compiling of this report:

Geoffrey Kirkpatrick, Director

Catherine Stollar Peters, Assistant Director

Chris McGinty, Assistant Director

Kevin Coffey, Building and Grounds Supervisor

Kristen Roberts, Public Information Specialist

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The Bethlehem Public Library Board of Trustees:

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Sage Engineering Associates, LLP

Bethlehem Public Library

Master Planning Report

Existing Conditions Survey

The current building was constructed in the early 1970's. It has been well-maintained and undergone periodic renovations and improvements through the decades. The last significant renovation occurred in 2004. The building and the site are owned by the Bethlehem Central School District and totals 32,360 square feet (NYS Annual Report for Public and Association Libraries – 2017).

The building is in a strategically significant location in downtown Delmar at the center of the community. The masonry-faced building is of solid construction. It is reminiscent of the style known as brutalist architecture, and the current color pallet and materials make it appear somewhat dated (indicative of the middle of the second half of the Twentieth Century), and perceived by some even as institutional and cold. The 1970's open floor plan provides some interior flexibility and generally good sight lines, but the massive structural columns pre-determine many aspects of shelving and furniture layouts in those areas. There is no basement or attic and a limited second floor mezzanine is accessible by two stairways and a dated elevator. The most significant obstacle to flexibility or modification, in the areas below and at the mezzanine, are the integral structural shelving/post system, which were common in the time period of the construction of this building. Although this is a select part of the Library building, and is not ubiquitous, the mezzanine and stacks area below must be carefully considered in regard to the retention of this system, or removal and structural replacement.

Natural light is limited at the center of the building despite the use of three skylights. Perimeter window and seating areas are minimal for the public, and exterior views are almost absent. This creates a disconnect between the interior of the building and the exterior, as well as natural light, extended eye-focal resting, and a general attachment to the neighborhood.

The facility utilizes two public entrances, a small entry off Delaware Avenue that opens adjacent to the existing children's space, and the main entrance from the northern parking lot. The parking lot entrance is a significant distance from even the handicap accessible parking spaces (a frequent public complaint) and that walkway has drainage issues that create dangerous conditions in the winter. Once inside the building, another long corridor must be traveled before entering the public service space at the center of the building. All of these are outside the typical sightlines of staff.

The roof is in generally good condition. The HVAC systems have been well maintained, though there are reports of specific areas that are cold, too breezy, or too noisy, specifically the existing

meeting room, among other spaces. There are 4 public restrooms, three of which are handicap accessible, and one staff restroom which does not meet handicap accessibility.

The space currently offers three community rooms and three tutoring spaces. The main library is comprised of two staff stations, a row of public-access computers, and most of the adult collection located in the north side of the building. A children's library is located in the south end of the building and segregated from the rest of the space, although there is no specific acoustic barrier. The teen space is out in the open, but adjacent to the children's library, an unusually exposed condition for a young adults area.

Staff offices and workspaces are located mostly in the northwest corner of the building, with administration on the opposite side of the building.

A hazardous materials study conducted in 2015 indicate the presence of friable materials, particularly in older ceiling tiles, that should be remediated in an extensive renovation. The presence of these materials has already deferred some improvements because of the expense of remediation.

The adjacent house on North Borthwick Street was purchased by the Library for future use of the property. It is currently being used for storage, but is not an asset to the Library as a structural building. The best use of this property is likely demolition and future utilization of the property for building or parking expansion, or better access to the Library's existing parking, curbside pickup, or a new drive-up service window. The flexibility afforded by this property will allow for the redesign of site flow and safety, intuitive patron usage, and staff access.

Constraints and Opportunities

This style of architecture is solidly built with an open floor plan and exudes a feeling of security and permanence. The interior exposed brick masonry is substantial and permanent, but is also cold, heavy, and devoid of natural light. There are few opportunities to install additional windows, but a new color pallet would also brighten the interior, creating a feeling of height, light and open space.

The building sits on a large site that has good parking, traffic flow and with the addition of the adjacent house offers opportunity for expansion on the northwest, east and southeast sides of the building. The building sits a distance away from the bulk of public parking but this provides the opportunity for the integration of curbside pick-up without significant modification of either the building or the site.

Detailed building and engineering assessments follow.

- I. Existing Conditions Building Assessment
- II. MEP Systems Conditions Assessment

- III. Design Approach Building Code Analysis
- IV. Existing Conditions Drawings
 - a. Main Floor
 - b. Mezzanine

EXISTING CONDITIONS BUILDING ASSESSMENT

The above-referenced building was observed on November 13, 2019 for purposes of assessing the general existing physical condition of the building envelope, general building systems, finishes, potential code deficiencies, etc. The intent is to identify systems or components of the building that need repair or replacement, or further study or investigation. The following is a loosely prioritized, key point summary of the observations:

Exterior

- Exterior walls – Generally the exterior walls appear to be in good condition with little to no evidence of cracking or other deterioration. However, in one area at the south-east corner of the building, the veneer is out-of-plumb by as much as one inch in four feet. It is visible to the naked eye and has pulled the vertical mullions of the high clerestory windows visibly out-of-plumb as well. It is recommended that the condition be reviewed by a qualified structural engineer, which may also entail some selective demolition and repair to help determine a cause. Coinciding evidence of the condition was not noted at the interior. It is also worth noting that, given the age of the building and the exterior wall construction composition of concrete block with a brick veneer, it is likely that the walls are thermally poor. This condition should be addressed as a component of renovations in that area of the building, within 2-5 years.
- Site - It has been repeatedly reported and observed that the plaza entry area between the parking and the Main Entry has considerable drainage issues. Icing becomes a problem in the winter months, resulting in closure of some areas to prevent pedestrian traffic. The previous Plaza Improvement Project did not adequately address the drainage issue, which allows surface runoff to accumulate. Additional investigation by a qualified landscape architect appears to be warranted and remedial measures perhaps be included in any capital improvements being contemplated. In addition, while both areas are functionally adequate, the entry walk/ramp at the south entrance to the building and the side walk closest to the handicap parking spaces at the north entry have a slope of one inch in twelve. Any slope greater than one inch in twenty is technically considered a ramp. As such, both areas do not meet all the code criteria for a ramp, including handrail requirements, edge protection, etc. The south entrance ramp is also 9'-9" between the current handrails. The plaza icing condition should be addressed in the interim with continued barriers to protect pedestrians in winter months, and in the longer term (2-5 years) with on or both of: an engineered drainage solution to take surface runoff away from walking areas; and/or extension of the existing building such that the Main Entrance has closer proximity to the parking area, limiting outdoor walking distances in winter. This is a liability

issue. The handrails at ramped walkways should be addressed when capital projects are pursued in those areas.

- Windows – There are several locations where the insulated glass in the aluminum framed windows have seal failures. This results in the windows fogging up and developing condensation between the glass. Some areas have been replaced and it is likely that the need to replace windows and possibly skylights over the next several years will continue. Priority should be given over the next ten years to annually replace window glazing, or as a single capital project during a renovation.

Interior

- Finishes – Most of the interior finishes are in good condition. Many areas of carpet however are due for replacement. Carpet tile is a suitable replacement for broadloom, and is easier to maintain. To be done during a capital renovation.
- Handicap accessibility – While there is an accessible route into the building, and most of the building meets accessibility requirements, some components of the interior lack handicap accessibility. This applies to both patron and employee. Areas lacking accessibility include the Circulation Desk, high book stacks and some maneuverability/clearance requirements. These should be upgraded as interior renovations are pursued. A reasonable timeframe for public help desks and service areas would be 5-7 years.
- Glass – The presence of tempered/safety glass in several door/side light or floor to ceiling windows could not be verified. A qualified glazing contractor can apply a safety film to such glass which offers suitable protection from breakage. This should be done within the next year, and is a significant liability if a patron or staff member breaks glass and is injured. Immediate priority.

Building Systems (General)

- Electrical – In multiple locations, installed equipment or stored contents block the code required three foot minimum clearance in front of electrical panels. There is some use of extension cords/power strips, however this is not widespread. Where they are used is indicative of a lack of adequate power distribution, not uncommon given the age of the building and today's modern technology demands. Future improvements should include increasing distribution to key areas. Until such time, the use of extension cords or power strips for high demand devices should be avoided, including but not limited to: heating and cooking appliances, dehumidifiers, refrigerators, AC units, copiers, etc.
- HVAC – While the HVAC system's main roof top units and other components are fairly new and in good condition, it was reported that there have been ongoing issues with the controls. A qualified mechanical engineer could be brought in to help diagnose and rectify the issues (see Sage Report).

MEP Systems Conditions Assessment (Sage Engineering, LLP)

- A 643,000 btu/hr gas-fired boiler provides hot water for some baseboard heating and VAV reheat. It was installed in 1995. It's regularly maintained and has no issues. The pumps and piping associated with the boiler in the mechanical room were replaced in the recent HVAC upgrade project. The boiler likely has some spare capacity as much of the hot water baseboard is not utilized because the forced air system adequately heats the spaces.
- The entire HVAC system for the building is controlled by a TRANE building management system. User graphics for the system are viewed at the PC in the maintenance office. This system is relatively new and expandable for future HVAC equipment.
- All of the rooftop HVAC units were replaced in the recent HVAC upgrades project. There were originally issues with temperature swings with these units during the heating season. The gas fired heater in each unit was recently retrofitted with a modulating burner allowing for more precise temperature control. Heating Space temperature has been more uniform since this upgrade except for the meeting rooms.
- Zone temperature control is provided by variable air volume boxes with hot water reheat coils installed in the distribution ductwork from the roof top units. Only the meeting room VAV boxes lack hot water heating coils.
- The meeting rooms (Board Room and Community Room) are inadequately heated, noisy and occupants can feel air movement from the HVAC system. It was noted at the time of our visit that the airflow from the rooftop unit was greater than 95% capacity and that the airflow was significantly higher than expected from the registers. Air temperature from the registers was cooler than typical for heating mode. In general, the HVAC unit is distributing excessive air flow at too cool of a temperature. This can be addressed immediately by working with TRANE to adjust the control sequences for the HVAC system. It is likely that this will provide a significant improvement in thermal and acoustic comfort in the meeting rooms.
- The existing VAV boxes could be provided with reheat coils for better zone control if necessary but it is recommended to fine tune the controls of the existing components before considering this option. It may provide only a small increase in thermal comfort and control. A creative path for routing hot water piping to the meeting room VAV boxes would be necessary to avoid disturbance of the main corridor asbestos ceiling system. Alternatively, electric reheat could be provided.
- The gas fired water heater was installed in 2014 and is in excellent condition and there are no reported issues with hot water delivery to building fixtures.
- If an addition is added to the building, gas fired heating equipment would be the most likely cost-effective option for building heat. This could be in the form of additional rooftop unit(s) or by replacing the existing boiler with a larger high efficiency unit.
- The gas service to the building appears adequate for potential future heating equipment.
- A 2-inch water service enters the building in the main mechanical room. This line originates at a 6-inch main on Borthwick Avenue. It appears adequately sized for potential future plumbing fixtures. The building is not sprinklered and this water service would be

inadequate to provide sufficient water flow to a sprinkler system for the existing building or any addition. If it is desired or code-required to provide a sprinkler system in the future, an additional fire water service line will be required from the City water piping assumed to be along Borthwick Avenue.

- A 4-inch sanitary main serving building plumbing fixtures exits the building approximately 5-feet below grade out the east side of the building to a sanitary manhole. It appears adequately sized for modifications that may occur inside the existing building. If an addition is added, it may be prudent to route a new sanitary main from the building to the sanitary main on Delaware Avenue.
- The building electrical service located in the main mechanical room is quite large at 1200 amps and 480 volts. This large service was required in the original construction to serve electric heating appliances. Most of the electric heating units have been replaced with hydronic or gas over the years. As such, there is additional capacity to accommodate building upgrades including an addition. It was noted that the electrical distribution was limited and little spare capacity exists in the electrical distribution panel. Additional sub-panels may be added as required to accommodate future building upgrades.
- Interior lighting is fluorescent with electronic ballasts and is not in need of immediate replacement. Although the switch to LED would reduce energy costs and maintenance the estimated payback would be several years (at least 7).
- The existing low voltage relay lighting control is functional currently but suggest future replacement to coincide with interior lighting replacements so that functions like dimming can be obtained. Plus, long term parts and maintenance for such relay systems could become unavailable, if not already out of production.
- Exterior lights utilize inefficient metal-halide lamps. Replacement with LED's in the future should be considered.
- The fire alarm system is a non-addressable Johnson Controls zoned system. System components are likely difficult to obtain due to its age. The level of protection of the existing system is lower than a system installed per today's fire codes.

MEP RECOMMENDATIONS

Short Term (High Priority)

1. Replace the boiler in 5+ years as it will have aged to its useful life expectancy of 30 years. A new boiler would be a high efficiency condensing style providing energy savings compared to the existing standard efficiency unit. It is expected that the other heating system components would remain as they were recently replaced in 2018.
2. Immediately review and revise the control sequence for the meeting room HVAC unit and VAV boxes to improve thermal comfort as described above. This will have minimum cost as only the assistance of a Trane service tech would be required.
3. Replace exterior light fixtures with LED fixtures as part of any recommended parking lot and entry way improvements.

4. Consider replacement of the fire alarm system within 5 years with an addressable system with more features, more maintenance friendly components and a higher level of protection.
5. Consider replacement of the existing low voltage relay lighting controls as part of any future interior renovations.

Long Term (Low Priority)

1. The recently replaced roof top HVAC units has an estimated life expectancy of up to 20 years if they are regularly maintained. It is unlikely that significant HVAC components, other than the boiler, would require replacement in the near future. Expect to replace the HVAC units and miscellaneous control components (actuators, etc) in 20+ years.
2. Consider replacement of the building interior fluorescent fixtures with LED fixtures within the next 10 years.
3. Replace the gas-fired water heater within 6-8 years as it will have aged to its useful life expectancy of 10+ years.

**DESIGN APPROACH BUILDING CODE ANALYSIS and EXISTING CONDITIONS
DRAWINGS follow this page.**

Bethlehem Public Library

Code Occupancy Calculations

Existing Conditions

MAIN FLOOR	NSF	Allowable	Occupant (code) # chairs shown on drawings	Table 1004.1.2 Occupancy lists square footage per type of occupancy	Note / Comment
Lobby / Gallery	1583	30	53	Exhibit / Gallery / Museum	Min. 2 exits
Hallway	320	100	4	Accessory (concourse)	
Small Meeting	561	15	38	Assembly (unconcentrated)	
Studio 1 & 2	319	100	4	Business Area	
Kitchenette	165	200	1	Kitchen (commercial)	
Large Meeting	1624	15	109	Assembly (unconcentrated)	Min. 2 exits
Storage	251			Accessory (storage, mech equip)	
Kids Program	564			Assembly (unconcentrated)	
Restroom	35				
Men	178				
Women	191				
ADA Restroom	71				
Hallway	219	100	3	Accessory (concourse)	
Children's Library (reading)	1885	50	38	Library (Reading)	(combined = min.2 exits)
Children's Library (stacks)	2019	100	21	Library (Stacks)	
Children's Staff	173	100	2	Business Area	
Circulation Desk	304	100	4	Business Area	
Staff Workroom	1388	100	14	Accessory (storage, mech equip)	
Office	98	100	1	Accessory (storage, mech equip)	
Office	179	15	12	Assembly (unconcentrated)	
Office	205	50	5	Library (Reading)	
Lockers	201	30	7	Business Area	
Restroom	36				
ADA Restroom	50				
Staff Breakroom	248	15	17	Assembly (unconcentrated)	
Staff Supplies	142	100	2	Business Area	
Mechanical	522			Accessory (storage, mech equip)	
Mechanical / Garage	990			Accessory (storage, mech equip)	
Maintenance Office	295	100	3	Business area	
Storage	27			Accessory (storage, mech equip)	
Restroom	31				
Fiction (stacks)	2076	100	21	Library (Stacks)	
Fiction (reading)	213	50	5	Library (Reading)	
DVDs (stacks)	555	100	6	Library (Stacks)	
Periodicals (stacks)	160	100	2	Library (Stacks)	
Periodicals (reading)	560	50	12	Library (Reading)	
Nonfiction (stacks)	2492	100	25	Library (Stacks)	
Nonfiction (Reading)	3643	100	37	Library (Reading)	
New Materials (stacks)	235	100	3	Library (Stacks)	
Public Access Computers	289	50	6	Library (Reading)	
Teen (stacks)	412	100	5	Library (Stacks)	
Teen (reading)	443	50	9	Library (Reading)	
IT Office	500	100	5	Business Area	
Office	131	100	2	Business Area	
Director	178	100	2	Business Area	
Office	171	100	2	Business Area	
Maker space	130	15	9	Assembly (unconcentrated)	
Tutor / Study / Meeting	171	15	12	Assembly (unconcentrated)	

Bethlehem Public Library

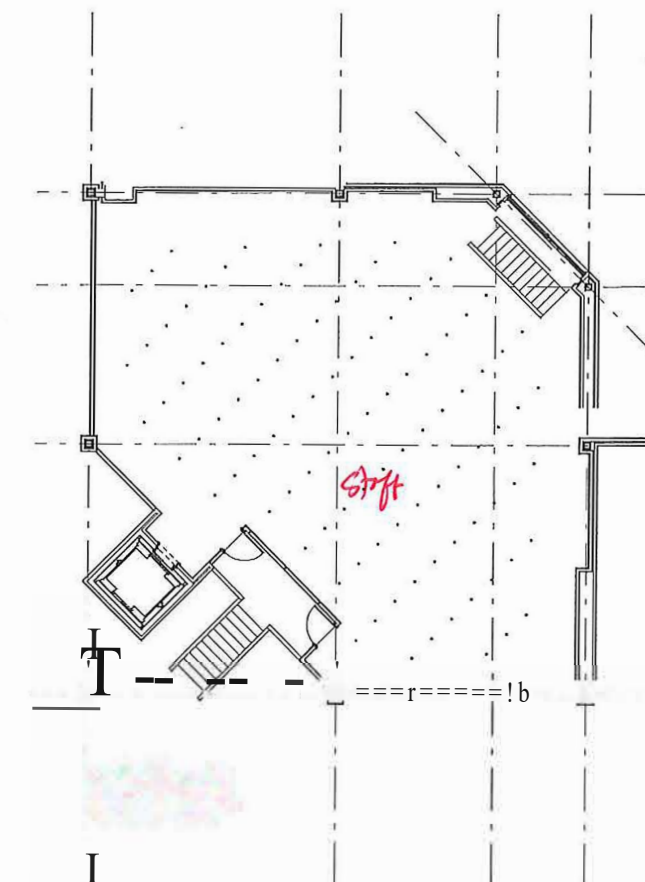
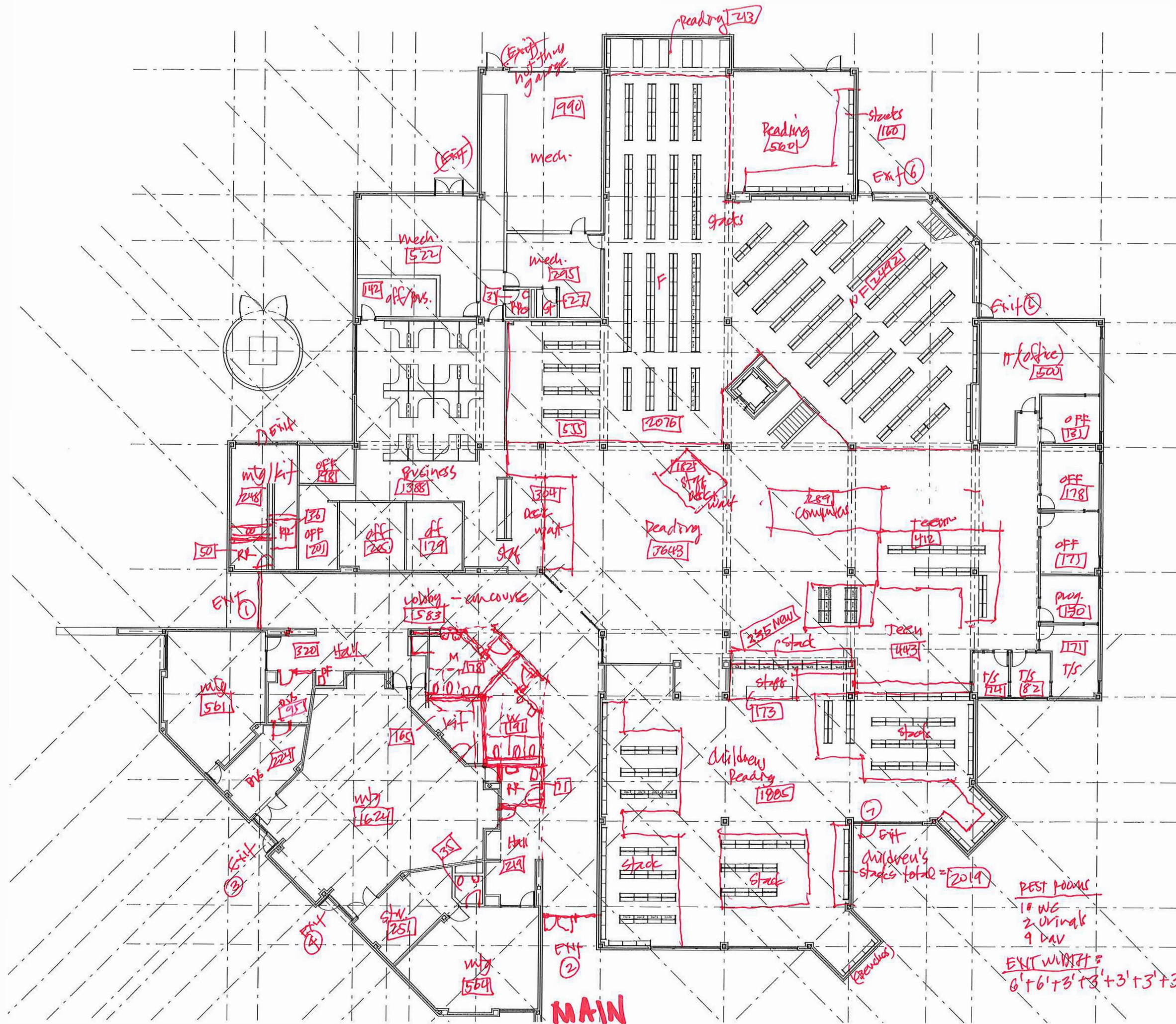
Code Occupancy Calculations

Existing Conditions

MAIN FLOOR		NSF	Allowable	Occupant (code) # chairs shown on drawings	Table 1004.1.2 Occupancy lists square footage per type of occupancy	Note / Comment
	Tutor / Study	82	15	6	Assembly (unconcentrated)	
	Tutor / Study	74	15	5	Assembly (unconcentrated)	
	Upper Floor (hallway)	83	100	1	Accessory (concourse)	
	Upper Floor (staff)	2348	100	24	Business Area	
Net SF		29,820		537	0	
Gross SF		32,017		(max)	(actual)	

Alternate Method

Library Stacks (gsf)	32,017 / 100 = 320.2 round to 321
Library Reading (nsf)	29,820 / 50 = 596.4 round to 597
Average	= 459 459



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EXISTING
BUILDING

1:20 SCALE

Bethlehem P.L.

PEST ROOMS
18 WS
2 urinal
9 LAV

ENT W/STAIRS
6' + 6' + 3' + 3' + 3' + 3' + 3' = 27'-0"

MAIN

Bethlehem Public Library

Plumbing Fixture Calculations

Chapter 29 Plumbing Systems

Table 2901.1

Assembly A-3 Occupancy 537 Occupants (by code)

Section 2902.2

Design occupant load shall be composed of 50% of each sex.

(divide total by half)

$$\begin{array}{rclcl} 50\% & \times & 537 & = & 268.5 & \text{Males} \\ 50\% & \times & 537 & = & 268.5 & \text{Females} \end{array}$$

			Required		Provided	
Water Closets (Male)	1 per 125	=	3		1	at Garage Area
<i>Formula:</i>	269 / 125	=	2.152		2	at Main Men's Room
					2	Urinals
					5	Total

Water Closets (Female)	1 per 65	=	5		3	at Main Women's Room
<i>Formula:</i>	269 / 65	=	4.1385		2	at Staff Area (unisex)
					1	at Children's Program Space
					1	at Lobby (unisex)
					7	Total

Lavatories (both sexes)	1 per 200	=	3		6	Public Restrooms
<i>Formula:</i>	537 / 200	=	2.685		3	Staff Restrooms
					9	Total

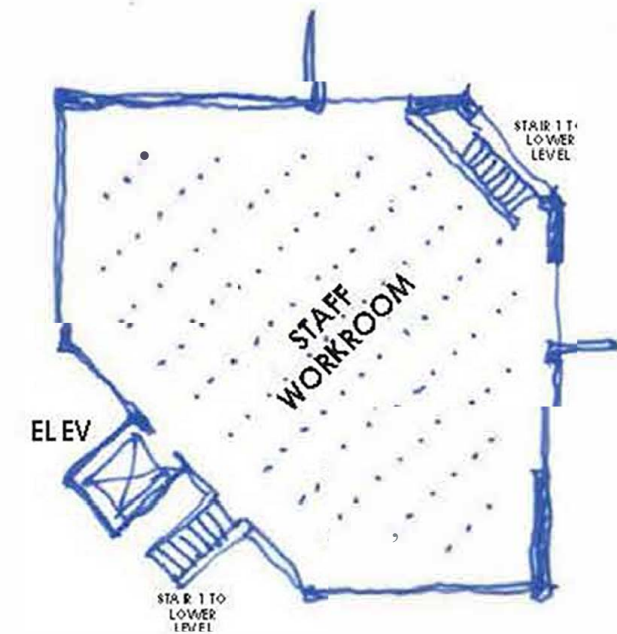
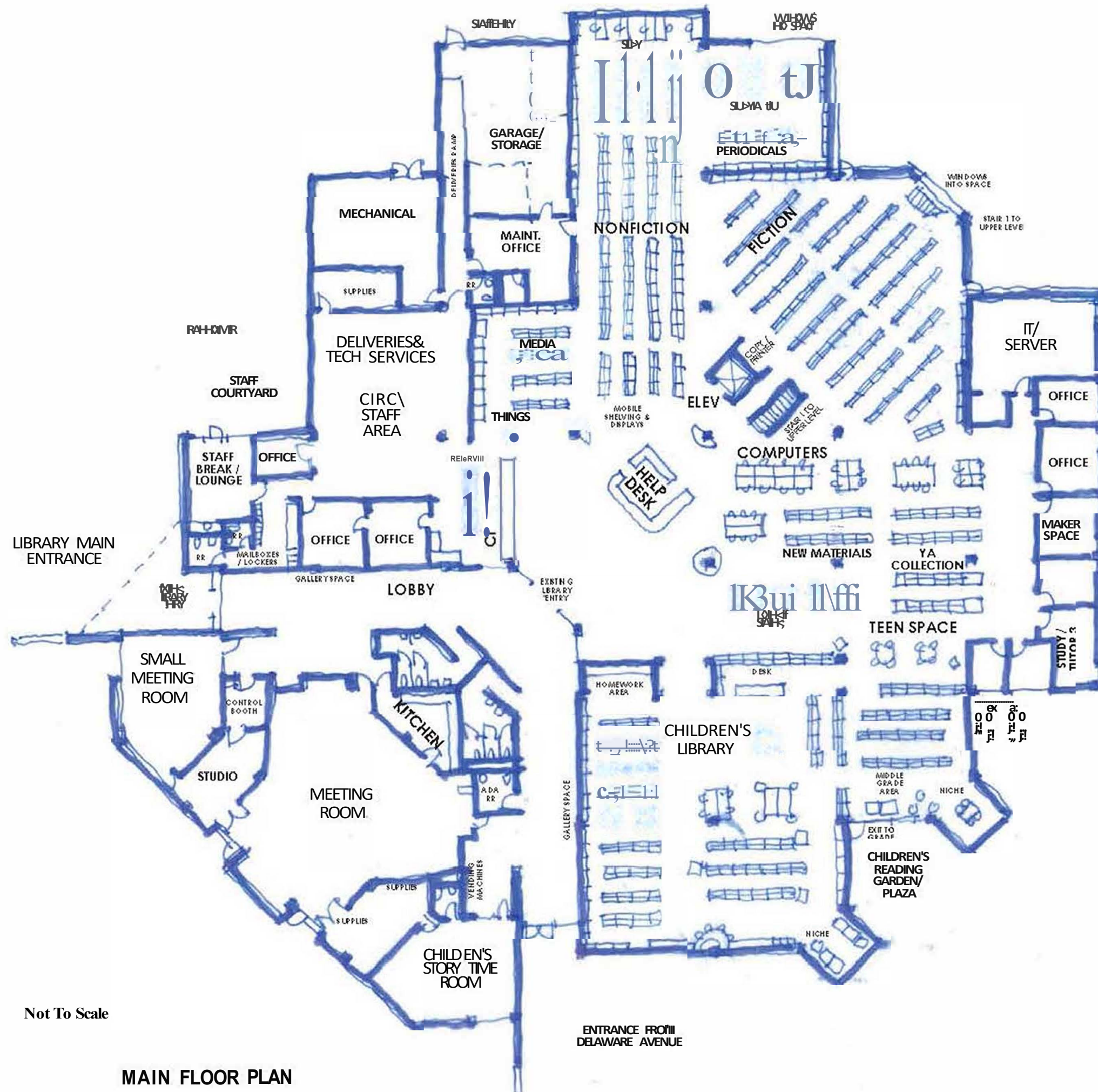
Drinking Fountains	1 per 500	=	2		1	at Main lobby
<i>Formula:</i>	537 / 500	=	1.074		1	Total

Service Sink	1 required	=	1		1	at Main Men's Room (verify)
					1	Total

Are there 2 drinking fountains? Should provide 2 per code.

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EXISTING
CONDITION
PLANS



UPPER FLOOR PLAN

Not To Scale

MAIN FLOOR PLAN

ENTRANCE FROM
DELAWARE AVENUE

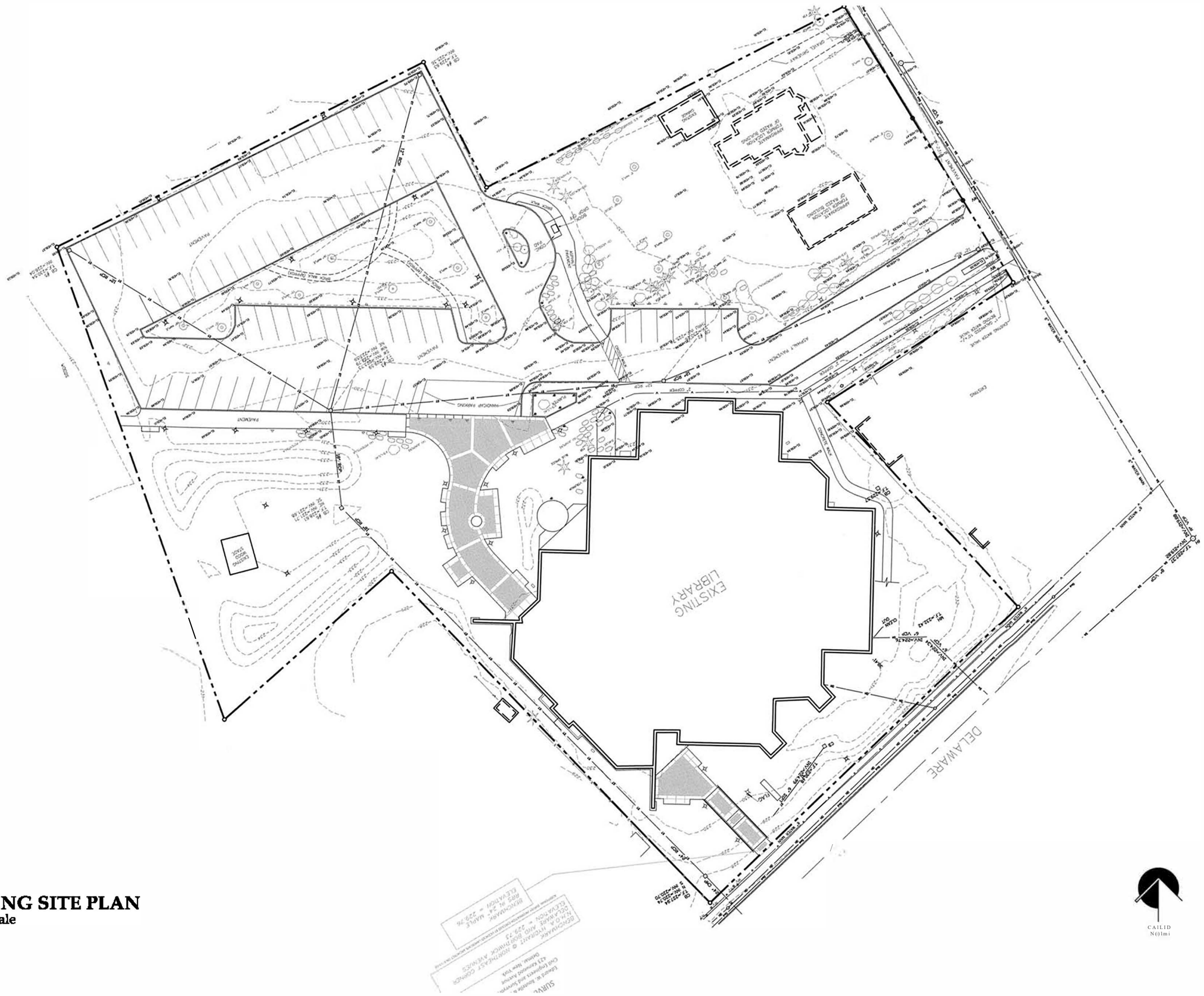
CALL
NORTH

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**EXISTING
CONDITION
SITE
PLAN**



EXISTING SITE PLAN
Not To Scale



Bethlehem Public Library

Master Planning Report

Building Program Report

Executive Summary of Primary Goals Identified:

- **Expansion of space for programming, meetings and community gathering while eliminating barriers to access and maintaining a flexible, adaptable space.**
- **Providing a vibrant, engaging, and comfortable space for study and community engagement.**
 - **Maintain and enhance a dynamic collection of resources for public use.**
- **Meeting the needs of Library staff so it can fully and efficiently carry out programs and services that are so valuable to residents of its service area.**

Introduction

Butler Rowland Mays Architects (BRMA) and the Design Team have reviewed several documents, held conversations, conducted interviews with staff, and sought the public's input through community workshops and meetings with stakeholders to determine building and programmatic priorities for renovation of the Bethlehem Public Library's facility. These interactions provided a wealth of information to develop the proposed building program and plan.

Documents reviewed include: the Bethlehem Public Library Long-Range Plan for 2015-2018, the 2019-2022 Draft Long Range Service Plan and meeting notes, the Bethlehem Public Library NYS Annual Report for 2017, and the Bethlehem Public Library 2020 Annual Report to the Community. Images of the existing building and layout were also consulted to identify current items and services that have been added due to demand but lack dedicated space; or are not well placed or organized.

Staff and committee priorities included decreasing the patrons' walking distance from the parking into the building, combining the circulation and help desks for a one-stop service location, providing appropriate privacy for staff offices, and assigning offices to keep departments together, like moving the Treasurer closer to the business and financial offices.

Significant commentary focused on the arrangement of the Technical Services Department as it comprises so many staff functions, including shipping and receiving, preparation of items for circulation, and collection maintenance. This space needs to maintain an ergonomic work flow

and adjacency to tools and equipment. The space must be allocated for carts and shelving, and sufficient space for individual staff workstations with one designated as a standing station. Staff also spoke about the deficiencies of the current elevator and its proximity to Technical Services.

Fortunately, the Bethlehem Public Library revises its plan of service every 3-5 years with input from the public, so that it can remain responsive to the needs of its community. This means that the Library is aware of and interested in addressing the community's changing needs. Unfortunately, redesigning the building cannot be accomplished as quickly.

Multiple Public Charette Meetings were held, to facilitate a conversation with the community regarding patron services, wishes, and needs. In addition, two days of Stakeholder (key community members, such as representatives from the School District, historical groups, garden advocates, workers for the disabled, children's needs, senior needs, etc.) Interviews were conducted, and those conversations consolidated into the overall public input.

BRMA developed the topics for the Charette through experience with Libraries and communities of this size and demographic, documenting the responses and summarizing them herein. Follow up public meetings included a WHY (We Heard You) Event, to summarize and solicit further input from the community. Dot (priority ranking) exercises were conducted at both the Charette Meetings, and then over a period of weeks at the Circulation Desk, in order to engage as many respondents as possible. In all, nearly one thousand data points were collected to describe the priorities of the community.

Key themes emerged, especially from the charettes where the topic boards visually represented the priorities of the members in attendance. Under the heading of Library Space, quiet indoor reading niches rated highest at 20% of participants. An imaginative children's space and learning center was next at 15%. Meeting rooms of various sizes are a priority at 11%. A climbing/play space scored 11%. And space for Teens and a makerspace tied with 8%.

When discussing the collection and public programs, expansion of traditional library collections scored an astounding 56%. Combined with non-traditional collections (8%) and media (10%) the library's collection totaled of 74%; the availability of physical resources is by far the most valuable service in the eyes of the community. Non-tradition programming scored 14% and traditional programming 12%

Energy efficiency (19%), parking lot improvements (17%), expanding access to technology (16%), connection to outdoor spaces (12%), and improved lighting (10%) were at the top of the community's list in addressing facility deficiencies.

The full listing of the charette topics can be viewed as Appendix A. The responses are summarized via the pie charts which follow this section.

Environment:

The current environment feels heavy, dated and does not invoke the feeling of a modern library. An overall facelift of the facility would make it modern and bright. The inclusion of space for an art gallery was mentioned and would provide a space to reflect the community.

Quiet reading and learning spaces, sound dampened tutoring spaces, talking/gathering spaces, and meeting rooms to accommodate a variety of sized programs and meetings were all mentioned as top items in the plans of service, staff interviews, stakeholder conversations and public charettes.

Expansion of hospitality services beyond the current vending machines with the inclusion of a café or ability to sell K-cups for a Keurig-style service were mentioned. This idea not only impacts space and design for storage, but materials selection for flooring and furniture, policy issues about where food and beverages are allowed in the building, and the operating budget for janitorial services.

Sustainability was mentioned frequently, though with only a few specifics such as photovoltaics, car chargers in the parking lot, and expansion of recycling and donation bins outside. In light of NYLA'S Sustainability Initiative this area should be explored more deeply to ensure that the building design can accommodate the sustainability practices BPL wishes to implement. For example, if robust in-house recycling is a priority, space for a recycling center should be allocated as well as storage for recycled materials prior to removal from the property.

The addition of an outreach/program vehicle was mentioned in several places as well, with one suggesting it be an electric vehicle. Accommodating long term parking for the vehicle, possibly with a charging station, as well as space for loading and unloading adjacent to the building will be important design elements.

Removing accessibility barriers to library services was listed as important. This idea goes beyond simply providing ADA approved access to the building and exploring beyond “reasonable accommodation” by allocating space for assistive devices like the wheelchair and walker the Library already provides to the public. Non-physical barriers such as access to technology and eliminating fines for overdue items were also mentioned. Increasing access to technology might require the Library purchase and loan more mobile devices and hot spots. These items will need to be stored, charged, and serviced by staff after each loan so work and storage space will be needed. Eliminating fines might impact the Library’s operating budget which will also be impacted by the renovation.

Additional design considerations might include storage/parking for strollers and library-provided shopping baskets.

In the charrettes, a robust teen space scored well. Accommodation for more desktop computers, gaming consoles, and loud gatherings was noted in several of the documents. There was concern about the impact of noise on the rest of the library while at the same time a fear that walling off youth services will negatively impact the open feel of the library and create psychological as well as physical barriers.

Services:

Reconfigure public service desks to provide an expansion of service offerings like issuing passports (no longer a prime consideration), hunting and fishing licenses, CDTA bus passes.

In addition to conducting traditional circulation, reference and information functions, the circulation/help desks will need to accommodate additional staff for new services that take additional time. Sufficient space needs to be allocated for storage of materials such as forms, notary stamps, completed materials to be mailed to the proper outside agencies, technology and accessories such as a camera and backdrop for photos, a cash register accessible to all staff, and space to work comfortably one-on-one with patrons on these services. It is likely that, as the Circulation/Help Desk considerations are addressed, it may become larger or more segmented than that shown on the Preliminary Floor Plans.

Redesigning a copier center that could include public shredder and faxing services.

People and staff:

There were several negative comments in the staff interviews about the layout and environment (noise, temperature and smell) of the existing break room and adjacent staff restroom. Insuring there is sufficient back-of-house work space and break room amenities for current and expanded staffing is important. Staff is the most expensive resource the Library has and employees deserve a comfortable working and break room environment. Providing sufficient accommodations is also a level of safety and security. Staff members storing personal items at their work stations, especially those located in public spaces, is inappropriate and a security issue.

There were several votes in the public charettes for Sunday hours in the summer which might require the hiring of additional personnel. And suggestions in staff interviews and plan of service meeting notes about expanding volunteers and using youth for services like technology support mean that planning for additional staffing should be considered in the design.

Programs and Meetings:

This was another important topic noted. Topics like cooking, adulting skills, job readiness, tutoring, memory strengthening, an oral history lab, and even physical training such as exercise and self-defense classes were mentioned. Participants in the public charette also voted strongly for keeping traditional library programs such as story time for children, book discussions, technology training, and music programs.

By providing a variety of differently sized meeting and program spaces, the Library can expand its roster of classes and training sessions both for the public and continuing education for staff development.

In addition to providing space for the actual programs to occur, adjacent space needs to be designed for infrastructure, such as tables, chairs, program supplies, charging and storing technology, refrigeration and sink for clean up for refreshments, audio-video-data support, and special equipment like locked portable laptop charging cabinets or mobile kitchens for teaching.

Collection:

The Library's collection is the heart of its mission and this sentiment was reinforced in the public charettes. The challenge today is that the definition of 'collection' has expanded greatly beyond traditional books, magazines, and media. The Bethlehem Public Library has strong circulation of traditional materials that needs to be maintained while considering accessibility barriers, such as not using high and low shelves and for increased Large Type books.

Additionally, the staff recognize the need to diversify the Library's collection as the composition of its service area changes. Sufficient space for the inclusion of books in other languages, culturally diverse collections, and English Language Learner materials were specifically noted.

And BPL has also taken a forward-thinking approach to its collection with the inclusion of technology, e-resources, and a Library of Things. Unlike traditional materials that can sit on a shelf for a millennium and still be used immediately, technology needs constant tending. Staff workspace and storage will need to be designed to accommodate this specialized workflow. And the Library of Things is a very diverse and visual collection. No two items can be stored in the same way and use of the collection is heavily dependent upon patrons seeing the items to know they are available. Additionally, some items might include multiple pieces that need to be displayed as a whole. Also important is knowing if, like the circulating technology, any of the Library of Things items requiring charging while they are on display. In some ways, the Public may not even know what is IN the Library of Things without actually SEEING the Library of Things.

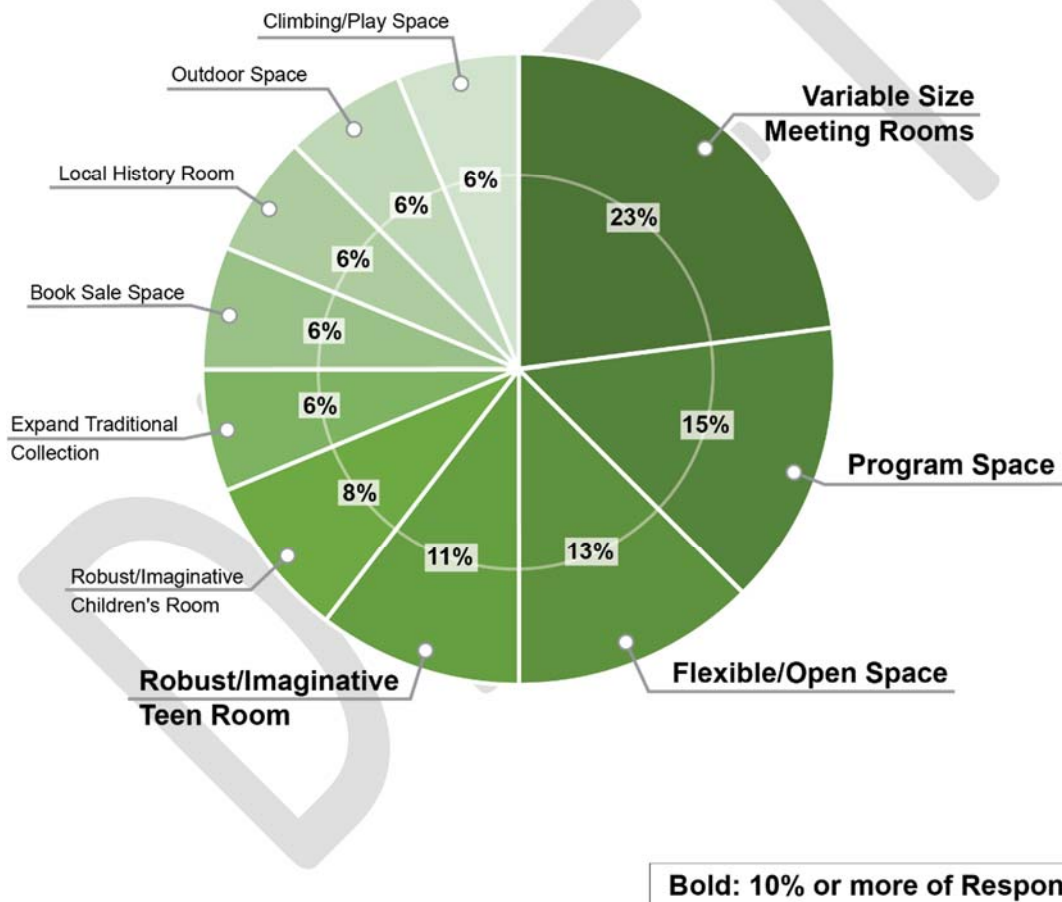
Summary:

Some of the discussion points focus more on types of programs and services, but it is important to consider them because HOW the Library will deliver them to the community informs the design of the space in which they will be provided.

Other suggestions do not appear to have a direct correlation to building design, like outreach services with a Library owned vehicle or providing more online content to patrons, but the automobile will need a parking space and online contact needs staff to curate it, so understanding the work flow of Library staff is an important consideration during the design phase. One of the challenges in renovating an existing facility built in a different era is attempting to accommodate all of the new, and future, ways of fulfilling the organization's mission in a space designed and built for very different services.

Bethlehem Public Library
Master Planning Report
Community Interview Summary

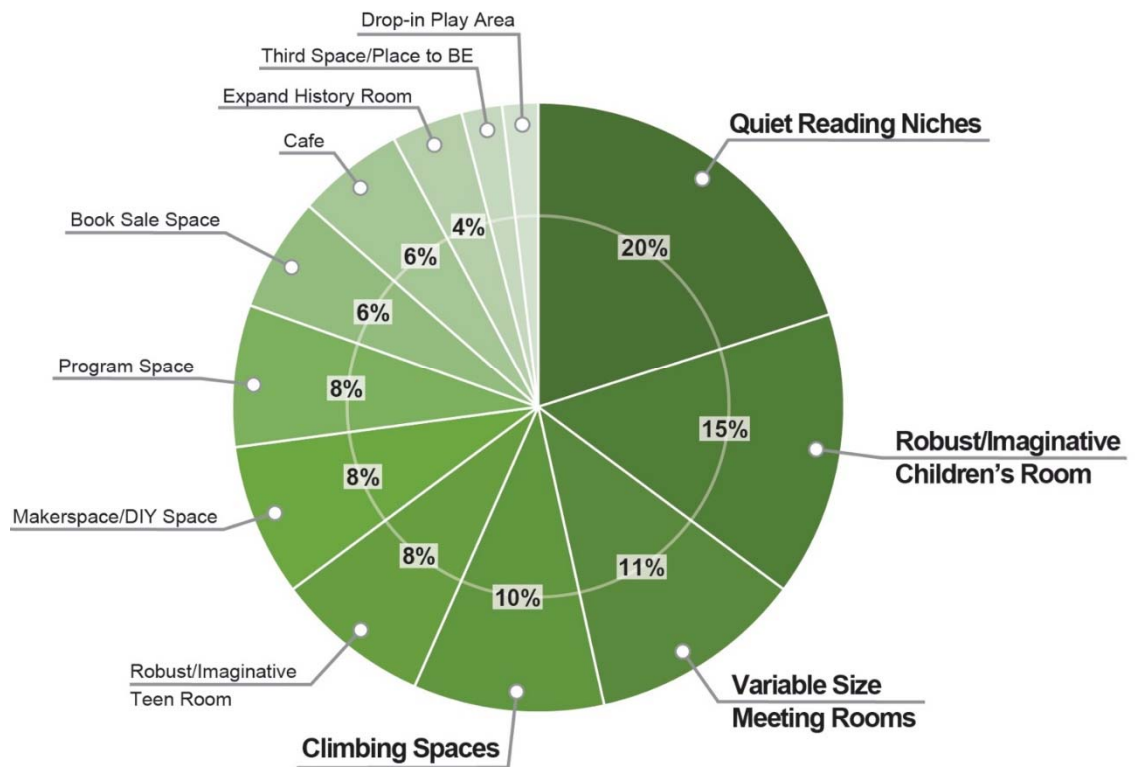
Public Space Discussion



74 Responses from WHY Meeting

Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Space Discussion

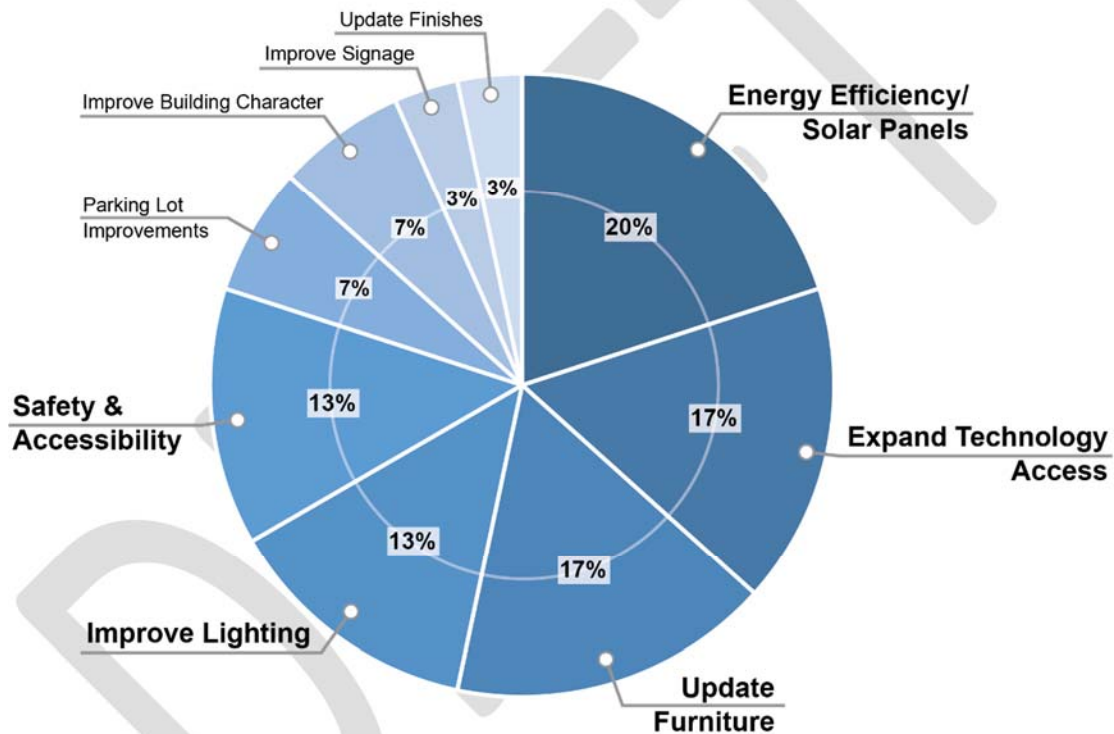


Bold: 10% or more of Responses

974 Responses from Public Voting at Circ Desk

Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Program/Resource Discussion

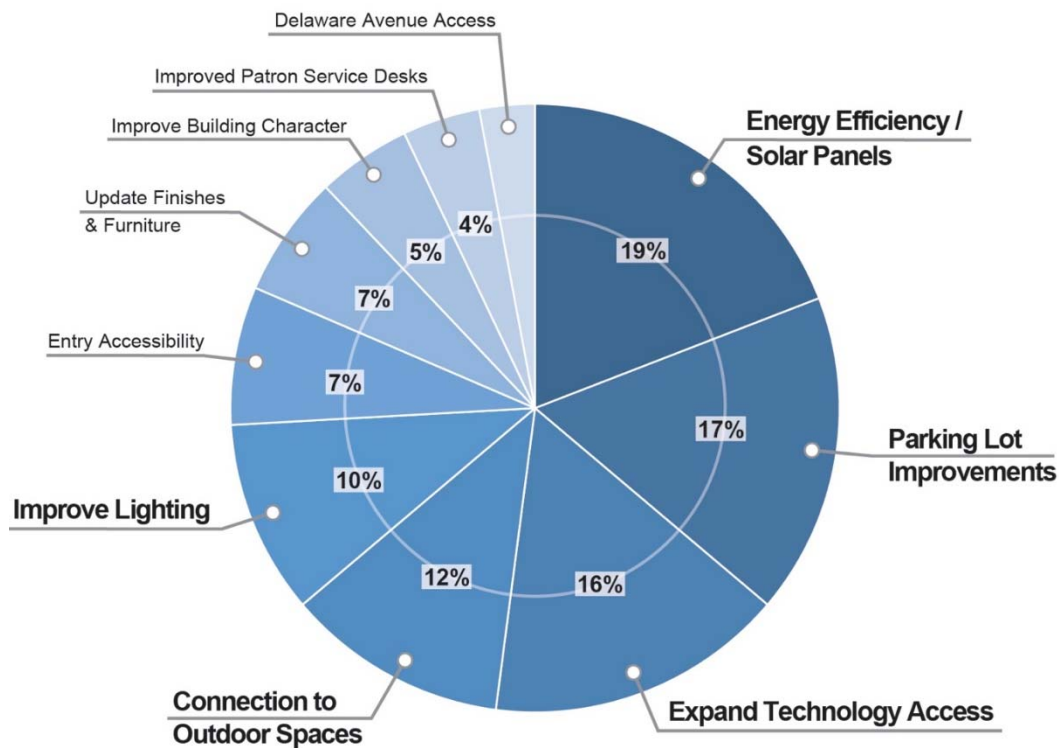


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74 Responses from WHY Meeting

Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Program/Resource Discussion

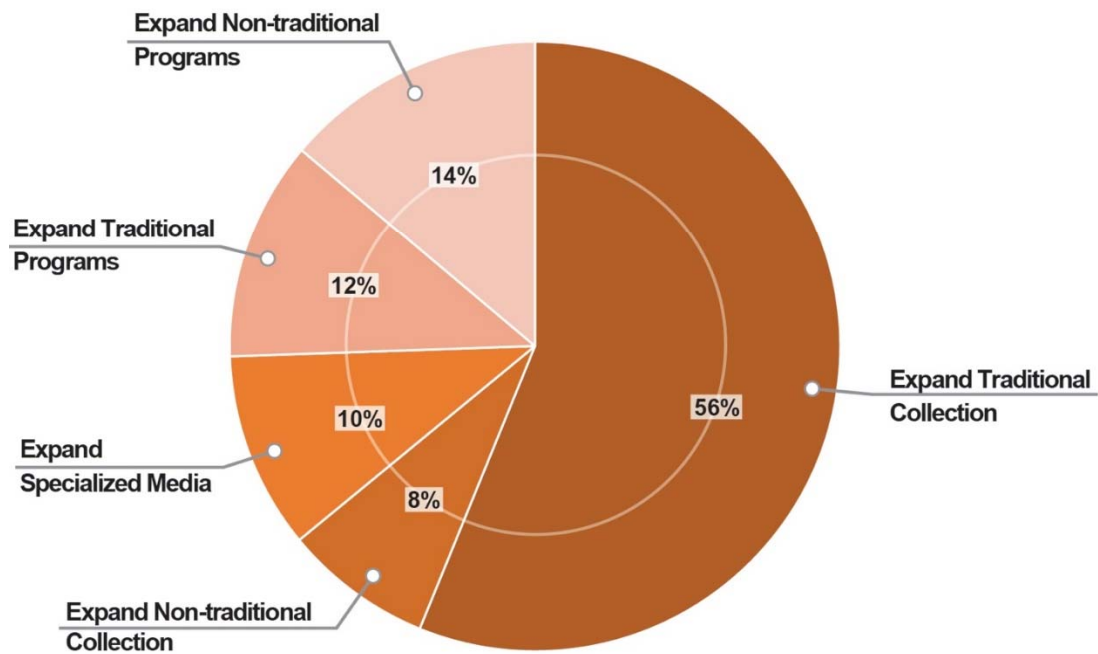


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974 Responses from Public Voting at Circ Desk

Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Collection & Programs

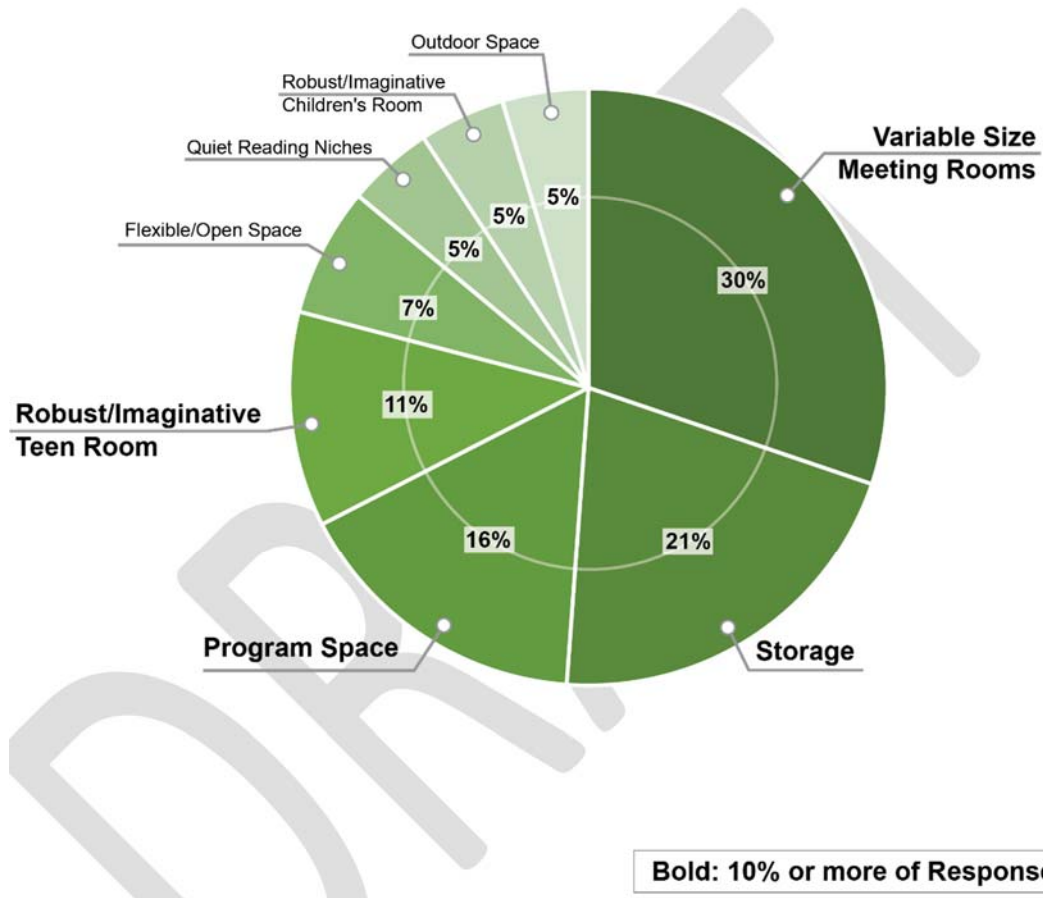


974 Responses from Public Voting at Circ Desk

Bethlehem Public Library
Master Planning Report

Staff Interview Summary

Staff Space Discussion

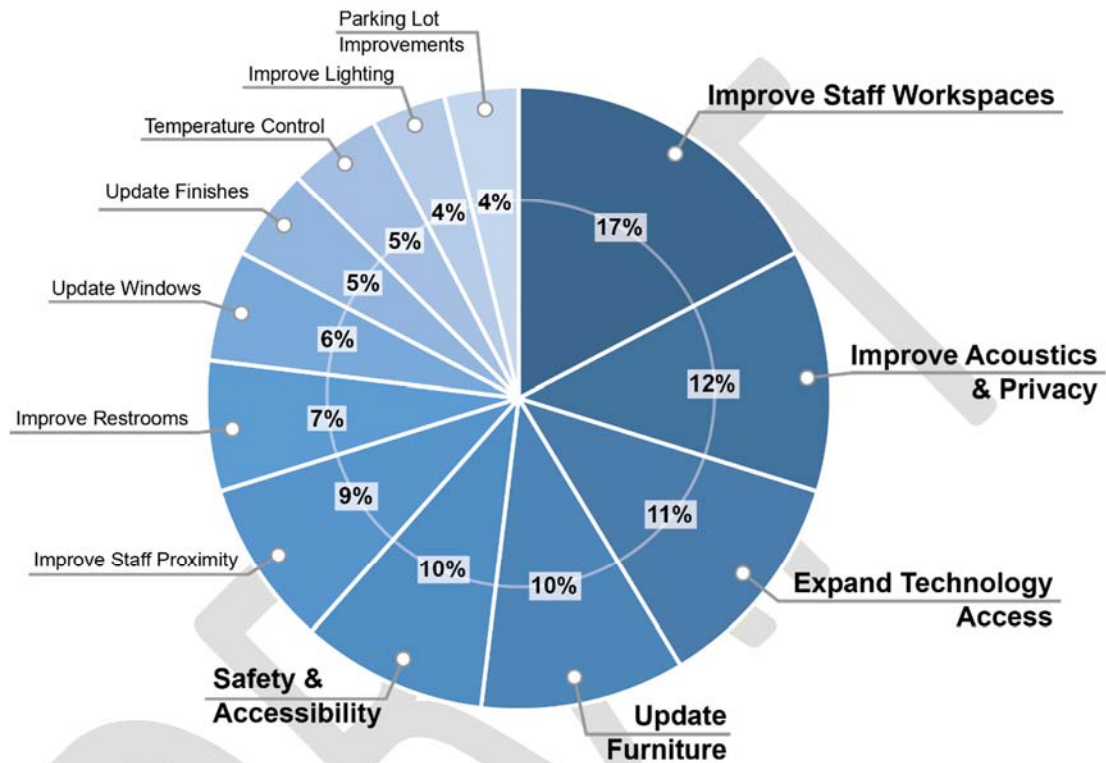


145 Responses

Bethlehem Public Library Master Planning Report

Staff Interview Summary

Staff Program/Resource Discussion



Bold: 10% or more of Responses

145 Responses

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	Childrens Room												
	West Wall	Single	2	3.0	1	6	0	0	36	288	432	78x36x12	
	West Wall	Single	14	3.0	1	4	0	0	168	1,344	2,016	78x36x12	
	Freestanding	Double	27	3.0	2	4	0	0	648	5,184	7,776	60x36x24	Nonfiction
	Freestanding	Double	14	3.0	2	2	0	0	168	1,344	2,016	36x36x24	Picture books
	East Wall	Single	5	3.0	1	4	0	0	60	480	720	60x36x12	
	Niche	Single	8	3.0	1	5	0	0	120	960	1,440	78x36x12	
	Freestanding	Double	6	3.0	2	4	0	0	144	1,152	1,728	60x36x24	
	Freestanding	Double	18	3.0	2	4	0	0	432	3,456	5,184	60x36x24	
	Freestanding	(double)	6	3.0	1	5	0	0	90	720	1,080	60x36x12	back to back with teens
	East Wall	Single	6	3.0	1	4	0	0	72	576	864	60x36x12	
	Staff Area	Single	8	3.0	1	4	0	0	96	768	1,152	60x36x12	
	Teen Area								2,034	16,272	24,408		
	Freestanding	(double)	6	3.0	1	5	0	0	90	720	1,080	60x36x12	back to back with kids
	Freestanding	Double	7	3.0	1	6	0	0	126	1,008	1,512	84x36x24	
	Freestanding	Double	7	3.0	1	4	0	0	84	672	1,008	48x36x24	
	New Materials								300	2,400	3,600		
	Freestanding	Single	8	3.0	1	4	0	0	96	384	768	72x30x30	Display
	Freestanding	Double	3	2.5	2	3	0	0	45	180	360	72x30x30	Display
	Music / Things Area / DVDs / Games								141	564	1,128		
	West Wall	Music Bin	6	3.0	1	2	2	0	72	576	864	42x36x20	hard to calculate amounts
	West Wall	Things	1	3.0	1	2	2	0	12	96	144	42x36x20	hard to calculate amounts
	North Wall	Single	5	3.0	1	6	0	0	90	720	1,080	78x36x12	Books on CD
	Freestanding	Double	12	3.0	2	7	0	0	504	4,032	6,048	78x36x24	DVDs / Games
									678	5,424	8,136		

Prepared by Butler Rowland Mays, Architects, LLP

July 15, 2020

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	Periodicals												
	East Wall	Single	6	3.0	1	4	0	4	144	576	1,152	72x36x15	
	South Wall	Single	7	3.0	1	4	0	4	168	672	1,344	72x36x15	
	Fiction Collection								312	1,248	2,496		
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	(open - graphic novels)
	West Wall	Single	8	3.0	1	8	0	0	192	1,536	2,304	84x36x12	Books on CD
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	Books on CD
	West Wall	Single	4	3.0	1	8	0	0	96	768	1,152	84x36x12	Books on CD / Play aways
	Freestanding	Double	16	3.0	2	6	0	0	576	4,608	6,912	84x36x24	Mysteries
	Freestanding	Double	52	3.0	2	6	0	0	1,872	14,976	22,464	84x36x24	Fiction
	Freestanding	Double	12	3.0	1	6	0	0	216	1,728	2,592	84x36x24	Large Print
	NonFiction Collection								3,048	24,384	36,576		
	North Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	72x36x12	Biographies
	Built-in	Double	172	3.0	2	6	0	0	6,192	49,536	74,304	72x36x24	
	Built-in	Double	4	2.2	2	6	0	0	106	845	1,267	72x22x24	
	East Wall	Single	4	3.0	1	6	0	0	72	576	864	72x36x12	
	East Wall	Single	4	3.0	1	4	0	0	48	384	576	72x36x12	
									6,544	52,349	78,523		
Totals									13,057	102,641	154,867		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	Childrens Room												
	West Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	78x36x12	
	West Wall	Single	5	3.0	1	4	0	0	60	480	720	78x36x12	
	South Wall	Single	3	3.0	1	4	0	0	36	288	432	78x36x12	
	Freestanding	Double	28	3.0	2	4	0	0	672	5,376	8,064	60x36x24	Nonfiction
	Freestanding	Double	28	3.0	2	2	0	0	336	2,688	4,032	36x36x24	Picture books
	East Wall	Single	2	3.0	1	4	0	0	24	192	288	60x36x12	
	Niche 1	Single	9	3.0	1	5	0	0	135	1,080	1,620	78x36x12	
	Niche 2	Single	9	3.0	1	5	0	0	135	1,080	1,620	78x36x12	
	Freestanding	Double	8	3.0	2	4	0	0	192	1,536	2,304	60x36x24	
	Freestanding	Double	26	3.0	2	4	0	0	624	4,992	7,488	60x36x24	
	North Wall	Single	6	3.0	1	2	0	0	36	288	432	36x36x12	
	East Wall	Single	5	3.0	1	4	0	0	60	480	720	60x36x12	
	Staff Area	Single	4	3.0	1	4	0	0	48	384	576	60x36x12	
	Teen Area								2,484	19,872	29,808		
	West Wall	Single	2	3.0	1	6	0	0	36	288	432	60x36x12	
	South Wall	Single	2	3.0	1	6	0	0	36	288	432	60x36x12	
	West Wall	Single	2	3.0	1	2	0	0	12	96	144	36x36x12	
	North Wall	Single	7	3.0	1	2	0	0	42	336	504	36x36x12	
	East Wall	Single	3	3.0	1	2	0	0	18	144	216	36x36x12	
	Freestanding	Double	11	3.0	2	6	0	0	396	3,168	4,752	84x36x24	
	South Wall	Single	6	3.0	1	2	0	0	36	288	432	36x36x12	
									576	4,608	6,912		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	New Materials												
	Freestanding	Double	11	3.0	2	4	0	0	264	1,056	2,112	60x36x24	
	South Wall	Single	4	3.0	1	3	0	0	36	144	288	42x36x12	
	South Wall	Single	3	3.0	1	7	0	0	63	252	504	84x36x24	
	Music / Things Area								363	1,452	2,904		
	North Wall	Music Bin	7	3.0	1	2	2	0	84	672	1,008	42x36x20	<i>hard to calculate amounts</i>
	Freestanding	Single	1	3.0	1	6	0	0	18	144	216	78x36x12	<i>For things</i>
	South Wall	Things	7	3.0	1	6	0	0	126	1,008	1,512	78x36x24	
	Periodicals								228	1,824	2,736		
	East Wall	Single	6	3.0	1	4	0	4	144	576	1,152	72x36x15	
	South Wall	Single	7	3.0	1	4	0	4	168	672	1,344	72x36x15	
	Fiction Collection / Books on CD / Games								312	1,248	2,496		
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	(open - graphic novels)
	West Wall	Single	8	3.0	1	8	0	0	192	1,536	2,304	84x36x12	Books on CD
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	Books on CD
	West Wall	Single	4	3.0	1	8	0	0	96	768	1,152	84x36x12	Books on CD / Play aways
	West Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	84x36x12	DVDs / Games
	Freestanding	Double	16	3.0	2	6	0	0	576	4,608	6,912	84x36x24	Mysteries
	Freestanding	Double	52	3.0	2	6	0	0	1,872	14,976	22,464	84x36x24	Fiction
	Freestanding	Double	12	3.0	1	6	0	0	216	1,728	2,592	84x36x24	Large Print
									3,174	25,392	38,088		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	NonFiction Collection												
	North Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	72x36x12	Biographies
	Built-in	Double	172	3.0	2	6	0	0	6,192	49,536	74,304	72x36x24	
	Built-in	Double	4	2.2	2	6	0	0	106	845	1,267	72x22x24	
	East Wall	Single	4	3.0	1	6	0	0	72	576	864	72x36x12	
	East Wall	Single	4	3.0	1	4	0	0	48	384	576	72x36x12	
									6,544	52,349	78,523		
	Media / Local History												
	Freestanding	Double	4	3.0	2	5	0	0	120	960	1,440	60x36x24	Biographies
	North Wall	Single	2	3.0	1	6	0	0	36	288	432	84x36x12	
	East Wall	Single	3	3.0	1	6	0	0	54	432	648	84x36x12	
	Freestanding	Double	24	3.0	2	8	0	0	1,152	9,216	13,824	84x36x24	Media / DVDs
									1,362	10,896	16,344		
Totals									15,043	117,641	177,811		15% increase

Bethlehem Public Library

Master Planning Report

Phasing

Per the consensus of the Committee, BRMA has developed multiple phases and a list of future options to responsibly manage the Library's finances and funding opportunities while prioritizing the most important improvements. The Phases are intended to provide discreet projects that have palatable budgets, are sequence properly for future projects, and are eligible for grants and funding opportunities individually as well as collectively. Please note, all phases which incorporate interior renovations have included, by default, the building system and envelope upgrades discussed in the Existing Conditions Section. All renovations also include, as a rule, universal upgrades to electrical distribution, IT and Data infrastructure, and built-in storage strategies.

Phase 1

Phase 1 focuses on the primary requests for more meeting space and redesigning the main entrance for greater accessibility. This phase adds 5,159 square feet of new public space to the Library, and substantially renovates approximately 1,500 square feet of the existing space.

A new 200-seat capacity Large Meeting Room will be constructed off the northwest corner of the building adjacent to the main entrance. This space will include storage for tables & chairs, a kitchenette, and two accessible restrooms.

Extension of the vestibule area will bring the front entry doors closer to the parking lot with a less hidden and more engaging entrance. The benefits include reduction of exterior walking distance for people with mobility challenges, as well as mitigation of the freezing surface water collection at the existing plaza. This new vestibule will also allow after hours use of the auditorium and its restrooms, even when the Library-proper is closed.

Outside, improvements will be made to the remaining plaza walkway to solve the drainage problems.

Work will also be done on the south Delaware Ave entrance to create a true weather vestibule, improving energy efficiency, comfort, and safety while maintaining a presence on the main street.

As structured, this phase also includes the demolition of the house on Borthwick Avenue so the site is ready for Phase 2a, and that area can be used for staging, construction activities, overflow parking, renewed pickup areas, etc.

Prioritizing the construction of the new Large Meeting Room sets the stage for future phases by providing the Library with a large, flexible space from which services can be provided while the rest of the Library is renovated. Collections, staff, and/or services can be provided from this large space as a temporary location, without requiring the Library to move out and rent space elsewhere in the community. Meanwhile, the existing public meeting space can still be used for programs while the new, larger space is temporarily occupied.

Phase 2a

Phase 2a addresses the parking lot and introduces dedicated space for curbside pickup. By reversing the traffic flow to a clockwise direction through the parking lot, curbside pick-up can be permanently added to the Library list of services, and provisions be made for a Service Window (Drive Through).

Outside, the first piece creating a new one way, “in” entrance to the site across from the Police Department, at the Borthwick House location, and some additional parking. The intention is to create a safer traffic flow through the site, provide options at the patron Drive-Through or Parking Decision Point, and improve access to the building.

Two lanes will be developed on the north side of the Library to create a left hand, curbside pick up lane, and a right, pass through lane. Traffic will continue to flow west into the northwest parking which will be restriped for parking flowing west instead of east. Traffic will drive to the right around the lot and turn left to exit through the lot across from the Town’s facility on Borthwick. Additional parking spaces will be added closest to Borthwick Ave. Finally, the berm in the northwest lot will be regraded and landscaped to create a small outdoor gathering space, with less topography, a frequent request from the public.

Inside on the north side of the building, Receiving/Shipping [129] will be transformed into staff space for curb side pick up with a transaction window and staff entrance.

The entire scope for this phase may be modified, if subsequent phases will follow shortly thereafter, in order to preserve the finish layers of paving from construction operations, provide layout areas, etc. Decisions will be made regarding these strategies when implementation is approved.

Phase 2b

Phase 2b targets the heart of the Library by renovating the Main Corridor [110], the Board Room [119], Technical Services [126], and adjacent staff spaces. By claiming some space from the Fiction Collection, the Main Corridor can be widened to open up the main entrance and create a

functional space which could provide prominent room for The Library of Things (a unique and engaging collection), displays for new items and materials, and public reading spaces.

The existing Board Room will become a Seminar/Conference Room for 20-25 people, with a door off the new vestibule allowing this smaller meeting room to be used after hours as well. TV Studio Control Room [118A] will be converted into a handicap accessible restroom. To the right of the Community Room [116] entrance new study room accommodating 4-6 will be constructed.

The existing public restrooms off the Lobby [111] and [112] will remain. They are intended to be upgraded in the last phase.

Across the Main Corridor from the meeting rooms, the staff spaces will be pushed north and reconfigured to widen the Main Corridor. (The staff toilets [123] and [123A] will become part of the Main Corridor.)

The Break Room [124] will be converted into a small meeting room. The Business Manager's Office [125], Coat/Locker area [122] and a sliver of the Human Resources Office [121] will be combined into an office accessible from the Main Corridor. The offices currently housing HR and Head of Circulation will just move north while an additional office will be created from the current Circulation Desk area. This will provide four office spaces off the Main Corridor with three having direct access to Technical Service.

Modifications will update the Technical Services Area, and public spaces around Nonfiction and the Receiving/Shipping Space and Building Maintenance [130]. Storage should also be addressed in this area.

Building Maintenance [130] will become the new Break Room with a restroom created by combining Toilet [128] and Closet [130A]. A new Maintenance Office will be created from space acquired from the Media stacks where the wall was extended.

A new Circulation Desk will exist east of the current desk [100A] and will potentially combine circulation and Help Desk functions. The final design and arrangement of Circulation and Help functions will be developed as details are addressed, including: work stations assigned to Help and/or Circulation; patron queuing, storage, reserves, etc. The area currently occupied by the Help Desk will be open for public services or collection.

Phase 3

Phase 3 renovates the Children, Teen Y/A, Computer, and Collection spaces, and the east offices. Adult Fiction and Nonfiction Collections will potentially be swapped. Two enclosed tutoring spaces will be added to the Periodical Reading Room. The Assistant Director's Office [104] will be combined with the Quiet Study Room [105] to create a Makerspace.

Computers will remain in roughly the same location, but Lounge Seating will be enclosed using glass to create a Teen Space. Lounge seating and reading niches will then be scattered throughout the building, with new seating being added in the wider Main Corridor.

New Materials and part of the YA Collection will become Media. The current Teen Space will be enclosed as part of the Children's Library and house space for Middle Grade students to study and gather. A Family Restroom will be added near the Children's Staff Desk, and a Toddler area will be created in the current Homework Area. An additional entry to the Children's Library will be added near the Delaware Avenue Entrance, potentially with alarmed and delayed/access door hardware.

Future Phases

Future phases could include another addition to the northwest, on the Borthwick side of the property. Another consideration is the removal of the integral stack/structural system at the mezzanine, to create more flexible space on both levels. Previous versions of the schemes imagined a second floor public space as well, although these were deferred in the name of spending effort and monies where most desired by the community.

Toilet [113] will remain, but the area outside of the Children's Room/Story Time space [114] will be reconfigured to include a closet for the Community Room and a Kitchenette to serve [114]. Program room [115], which is currently only accessible from either the Community Room or [114] will become storage for [114].

The existing Community Room [116] will essentially remain the same. It is the rooms around it that will be modified. The Kitchen [117] will be opened up with an island separating it from the rest of the Community Room. The TV Studio [118] will be converted into table and chair storage for the existing Community Room. Janitor's Closet created from a niche [111A] in the Men's Room [111].

There are pros and cons to phasing a large renovation project. Some things to consider are cost, ability to raise funds, convenience, impact on the public, and impact on the staff.

Cost

Phasing a renovation will always cost more overall than completing it in a single project. Inflation

raises the cost of both materials and labor and is always an enemy of a project completed over time.

Balancing inflation, however, is the cost of relocating so the Library can continue to operate during the period when the entire building is under construction. Relocation expenses can include movers, both out of the building and back, renovation and furnishing of a temporary location to make it serviceable as a Library, rent, utilities and insurance for two locations.

Ability to Raise Funds

This category can include bond referendums, grant cycles, and the ability to raise funds through community donations, either with a large capital campaign or smaller appeals that target specific phases.

Convenience

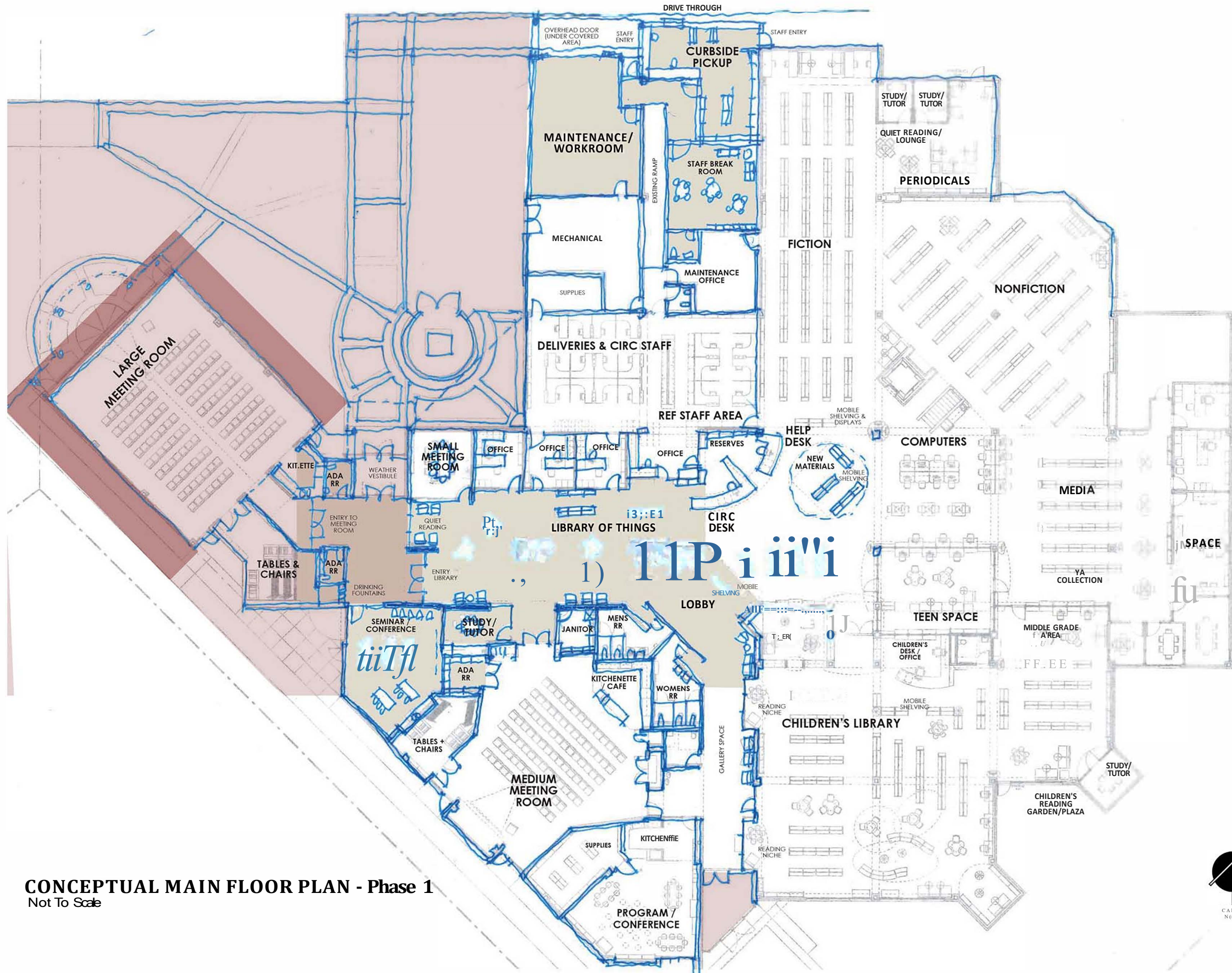
Moving to a temporary location requires the Library to suspend service while moving both out and back in. Patrons are accustomed to the current location, it is conveniently located off of Delaware Avenue, and across from the Town Building. A new location might not be as accessible. As a positive, the number of months of inconvenience will be significantly less. As a single phase, it is estimated this project might take 14-18 months of construction. An estimate of time can be provided for each phase, but how quickly the Library transitions from one phase to the next will depend on many factors including funding, development of bid documents, and bidding of each phase, and the seasons. For example, the parking lot work cannot be done during the depths of winter, but interior renovations can.

On the other hand, a phased approach where the Library operates while construction is underway means that staff and patrons will experience the noise, dust, and inconvenience of an active construction site. And while the construction of the Large Meeting Room during Phase 1 will provide space for the relocation of collections and staff during Phases 2b & 3, it is likely that some collections or services will be unavailable during those phases of the project. And parking and access to the building could be severely impacted as Phase 2a focuses significantly on the parking lots.

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**PHASING
PLANS**

**PHASE
1**



CONCEPTUAL MAIN FLOOR PLAN - Phase 1
Not To Scale

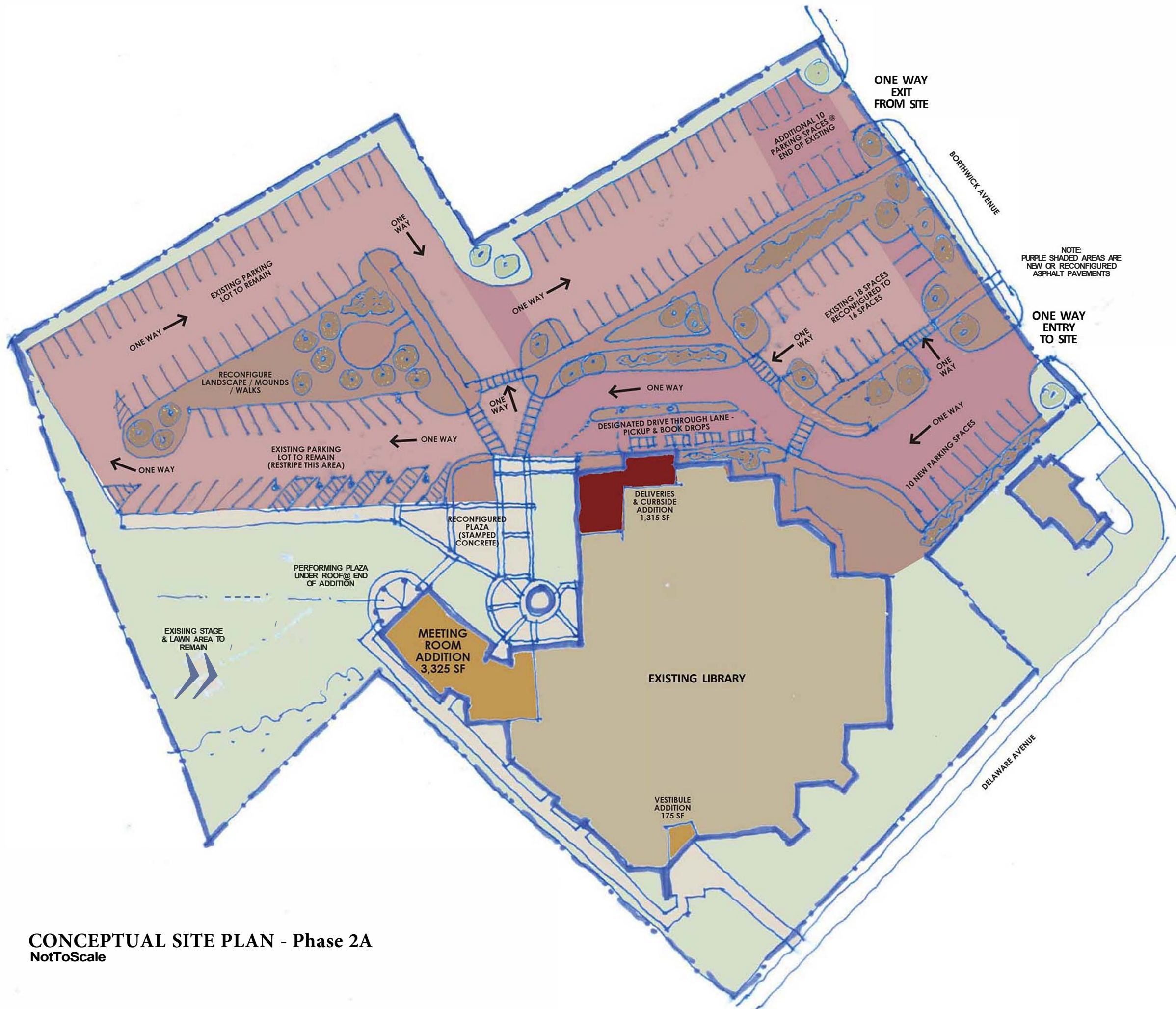


PHASING PLANS

**PHASE
2A**



CONCEPTUAL SITE PLAN - Phase 2A





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PHASING PLANS

***PHASE
2B***

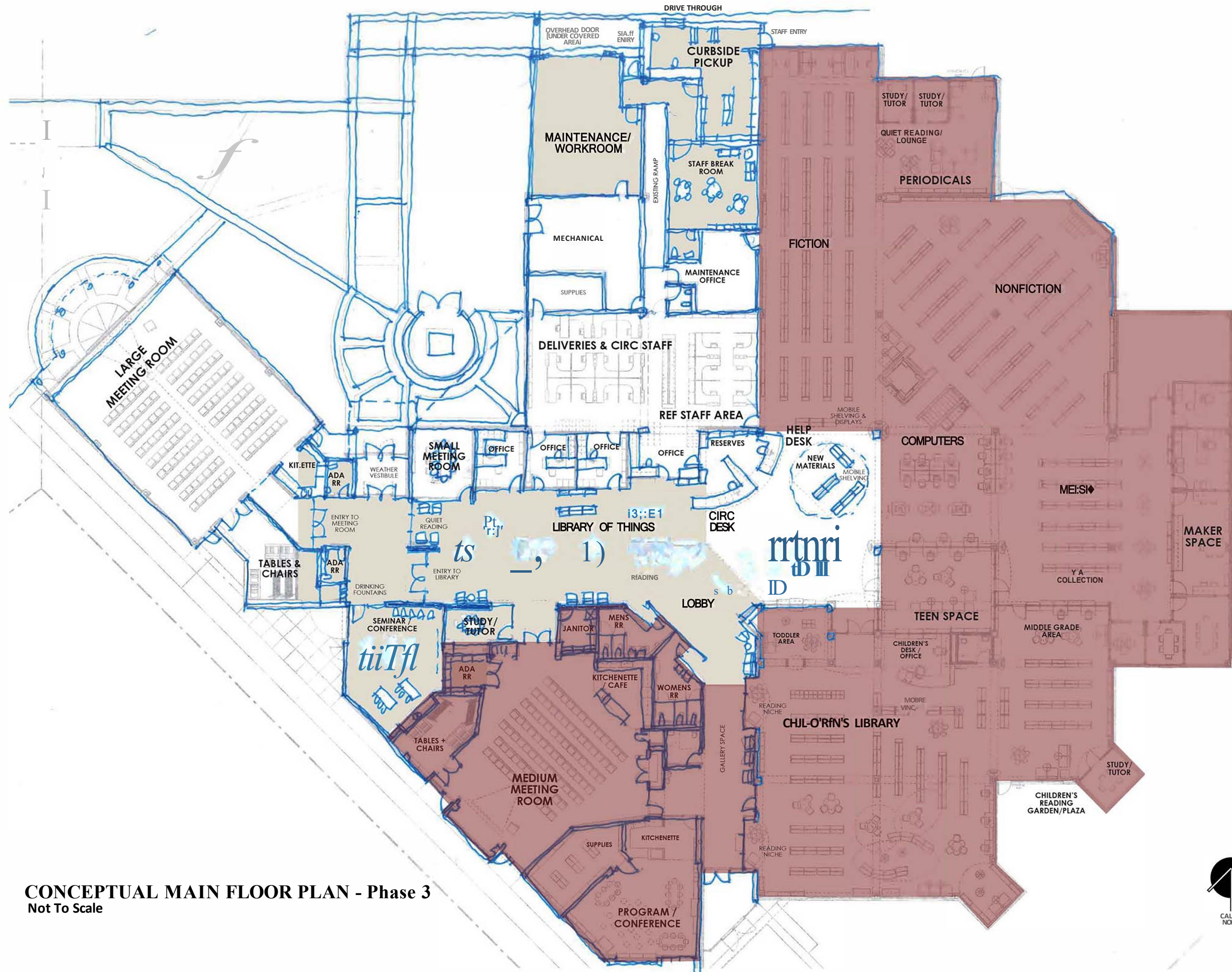


CONCEPTUAL MAIN FLOOR PLAN-Phase2B

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PHASING
PLANS

PHASE
3



CONCEPTUAL MAIN FLOOR PLAN - Phase 3
Not To Scale



Bethlehem Public Library

Master Planning Report

Budget

The budgets prepared for this Master Plan coordinate with the Phases described in Section IV, The Master Plan.

The estimates provided in this Master Plan were last updated in March 2021. The estimates include hard costs which are material and labor construction expenses. These are broken out by cost per square foot with different costs depending on the type of work being done. For example, the cost per square foot for the Large Meeting Room is higher than the cost for the new entrance because the materials used will be significantly different and the space will need to include a new heating, ventilation and air conditioning system while the entrance will piggy-back on an existing HVAC and types of materials will be more limited.

Estimates for furniture like lounge seating, fixtures like bookshelves, and equipment like new computers, have also been included for the purposes of budgeting.

Contingencies cover a variety of situations:

1. Inflation Contingencies are intended to mitigate the cost increases over the time (construction inflation) between when the budget is prepared (now) and when the project(s) are actually implemented (at one or multiple points in the future).
2. Design Contingencies are included to allow the Library and Design Team to develop ideas and features from the conceptual level in more detail, without always having to cut back because it was not included in the original budget.
3. Construction contingencies cover changes in the hard costs of the project because of hidden conditions or changes in the scope of work which can impact both labor and material costs which would become known only during construction.

Soft Costs are those pieces of the project which are not included in the contracts for construction. These can include, but not be limited to, Architectural and Engineering Fees, Fees for an independent Construction Manager, Furnishings, Fittings, and Equipment (FFE) costs, Data and IT infrastructure, circulation systems like RFID, moving costs (even within the existing building), storage costs during construction, lease costs if temporary space is acquired, bidding expenses, finance expenses, referendum/bonding expenses, testing (eg.: hazardous materials, soil borings, etc.), special third-party inspections during construction, etc.

Together, the hard and soft costs, plus other miscellany, make up the Total Project Cost for any given phase.

These estimates can be used for fundraising purposes, but are **not** sufficient for most grant applications, such as the New York State Public Library Construction Aid program offered by the NYSL Division of Library Development. Actual construction quotes from a contractor or Construction Manager will needed to be obtained to submit certain grant applications.

Phase 1

Phase 1 focuses on the construction of the new 200 seat Large Meeting Room, creating a new main entrance, addressing the drainage issues present at the main entrance walkway, and demolition of the house on Borthwick Avenue where a new parking lot will be constructed during a future phase.

This phase adds 5,159 gross square feet to the Library. Hard costs are estimated at \$3,049,150. After adding in furniture, fixtures, equipment, architectural and construction contingencies, estimates for inflation and soft costs the total estimated cost for Phase 1 is \$4,336,274.

Phase 2a

Phase 2a targets parking lot improvements and curbside pick-up infrastructure, inside and out.

Improvements to the parking lots, driveways, and landscaping will cost approximately \$1,075,00.

This phase will include interior renovations and a small addition to bump out the northside of the building to provide for curbside pick-up thus adding about 1,315 square feet to the Library. Hard costs for hazardous material removal, renovation and the addition are estimated at \$1,124,625. With the addition of FFEs, contingencies, escalation, and soft costs to total estimate for Phase 2a is \$3,227,441.

Phase 2b transforms the Main Corridor from the new main entrance into the heart of the building. It reconfigures the staff spaces on the west side of the building, moves the circulation desk, and renovates the Board Room. Hard costs include removal of hazardous materials and are estimated at \$1,900,600. After adding in FFEs, contingencies, escalation and other soft costs the estimate for Phase 2b is \$2,988,006.

Phase 3 includes renovation of the eastern side of the building, and the balance of the spaces.

The hard cost estimate is \$4,271,500. Once the FFEs, contingencies, escalation, and other soft costs are included the project estimate for Phase 3 is \$6,770,050.

Total of all 4 phases, as separate projects, is \$17,321,771. It is estimated that completing all the work in a single phase would cost approximately \$14,277,182.

Phase 1:	\$ 4,336,274	Auditorium, new main entrance, demolish house
Phase 2a:	\$ 3,227,441	Parking lot improvements, curb side pick-up
Phase 2b:	\$ 2,988,006	Main Corridor, staff space, Board Room, circulation
Phase 3:	<u>\$ 6,770,050</u>	Balance of the Renovations
	\$17,321,771	

BUDGET SUMMARIES FOLLOW THIS PAGE

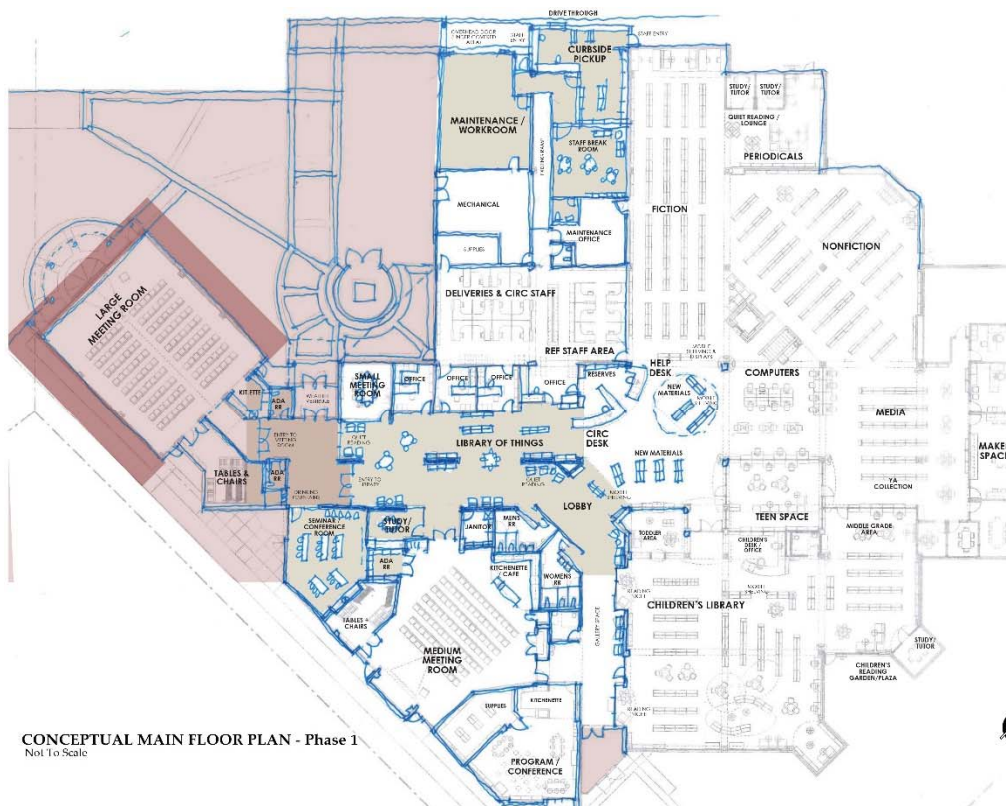
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Master Planning Report

Phasing Budgets

MP Phase 1: MTG. ROOM Addition / Vestibule / House Demo

Entry Plaza/Sitework		LS	\$	365,000.00
Demo House		LS	\$	80,000.00
Addition 1	4,985 gsf	450 \$/sf	\$	2,243,250.00
Addition 2	174 gsf	350 \$/sf	\$	60,900.00
Minor Renovations	1500 nsf	200 \$/sf	\$	300,000.00
			\$	3,049,150.00
FFE	4,985 nsf	38 \$/sf	\$	189,430.00
Design Contingency		5%	\$	152,457.50
Construction Contingency		5%	\$	152,457.50
Escalation		2%	\$	60,983.00
Other Soft Costs (Fees, CM, permits)		24%	\$	731,796.00
Total Phase 1 Project Costs				\$ 4,336,274.00



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PHASING
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**PHASE
1**

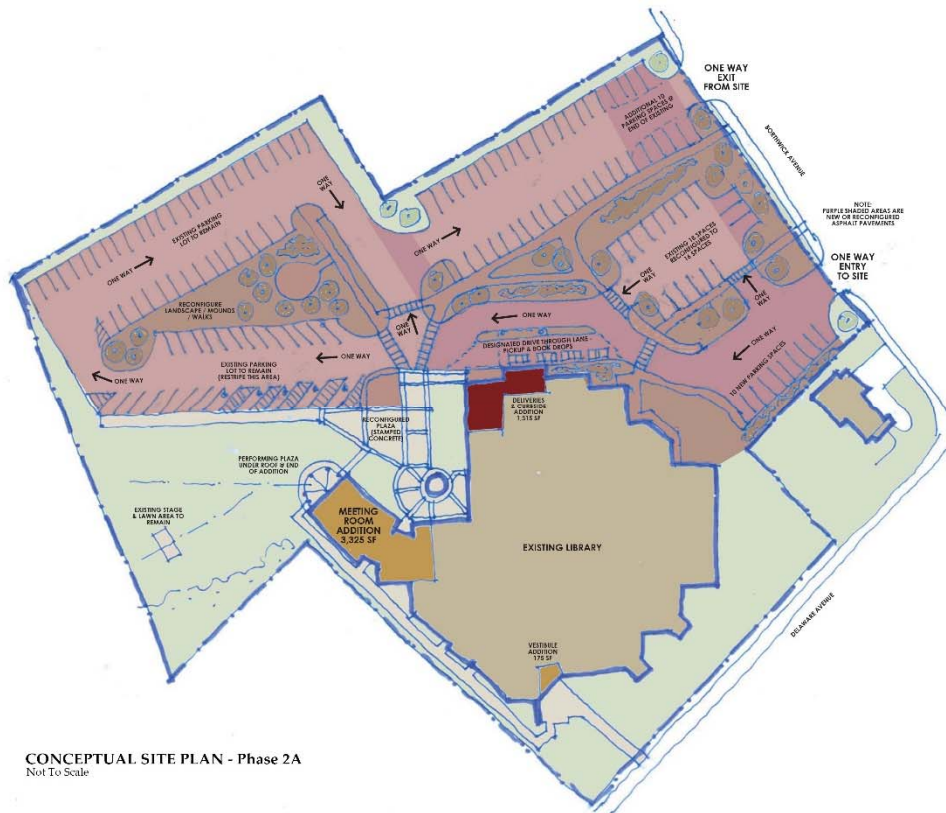


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Phasing Budgets

MP Phase 2A: Parking Lot Improvements, Drive-Up Service / Curbside Addition

Parking Lot, Driveways, Landscaping		LS	\$	825,000.00
		LS	\$	250,000.00
Renovations	2,000 nsf	225 \$/sf	\$	450,000.00
Addition for Curbside	1,315 nsf	475 \$/sf	\$	624,625.00
Hazardous Materials Removal		LS	\$	50,000.00
			\$	2,199,625.00
FFE	3,315 nsf	38 \$/sf	\$	125,970.00
Design Contingency		5%	\$	109,981.25
Construction Contingency		8%	\$	175,970.00
Escalation		4%	\$	87,985.00
Other Soft Costs (Fees, CM, permits)		24%	\$	527,910.00
Total Phase 2A Project Costs				\$ 3,227,441.25



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PHASE
2A



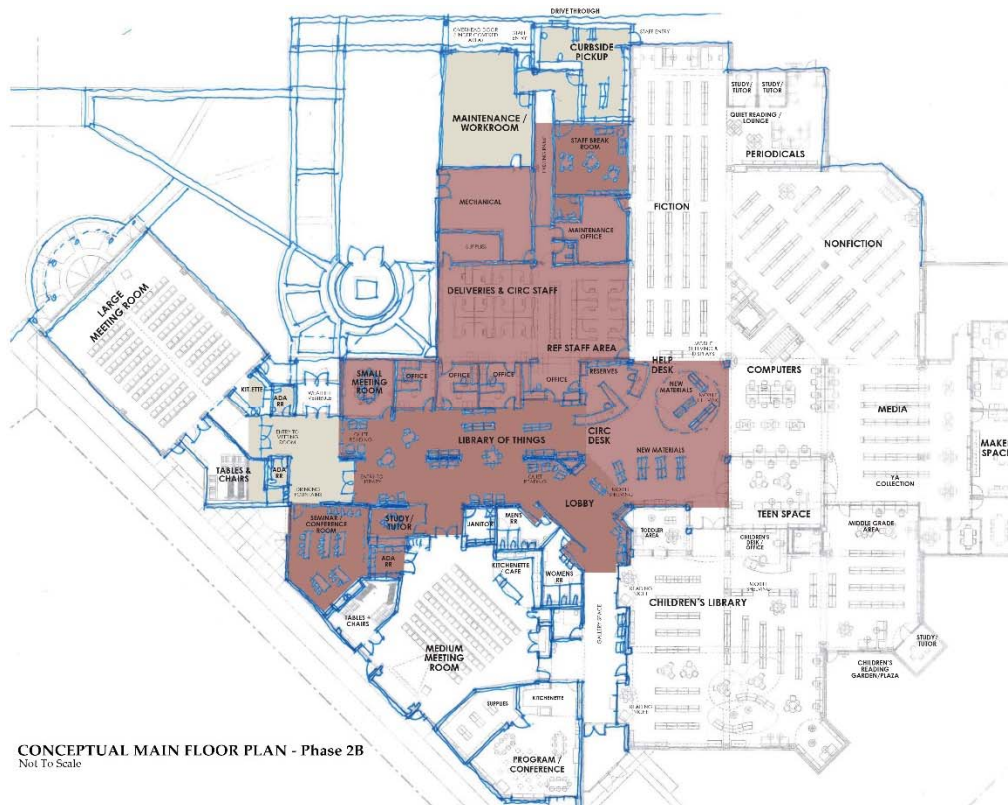
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Master Planning Report

Phasing Budgets

MP Phase 2B: Lobby Conversion / Staff Areas / Circulation / Conf

Renovate Areas Staff	3,204 nsf	150 \$/sf	\$	480,600.00
Renovate Areas Public	4,500 nsf	240 \$/sf	\$	1,080,000.00
Hazardous Materials Removal		LS	\$	115,000.00
Bldg. Env. Improvmts.		LS	\$	225,000.00
			\$	1,900,600.00
FFE	7,704 nsf	40 \$/sf	\$	308,160.00
Design Contingency		5%	\$	95,030.00
Construction Contingency		8%	\$	152,048.00
Escalation		4%	\$	76,024.00
Other Soft Costs (Fees, CM, permits)		24%	\$	456,144.00
Total Phase2B Project Costs				\$ 2,988,006.00



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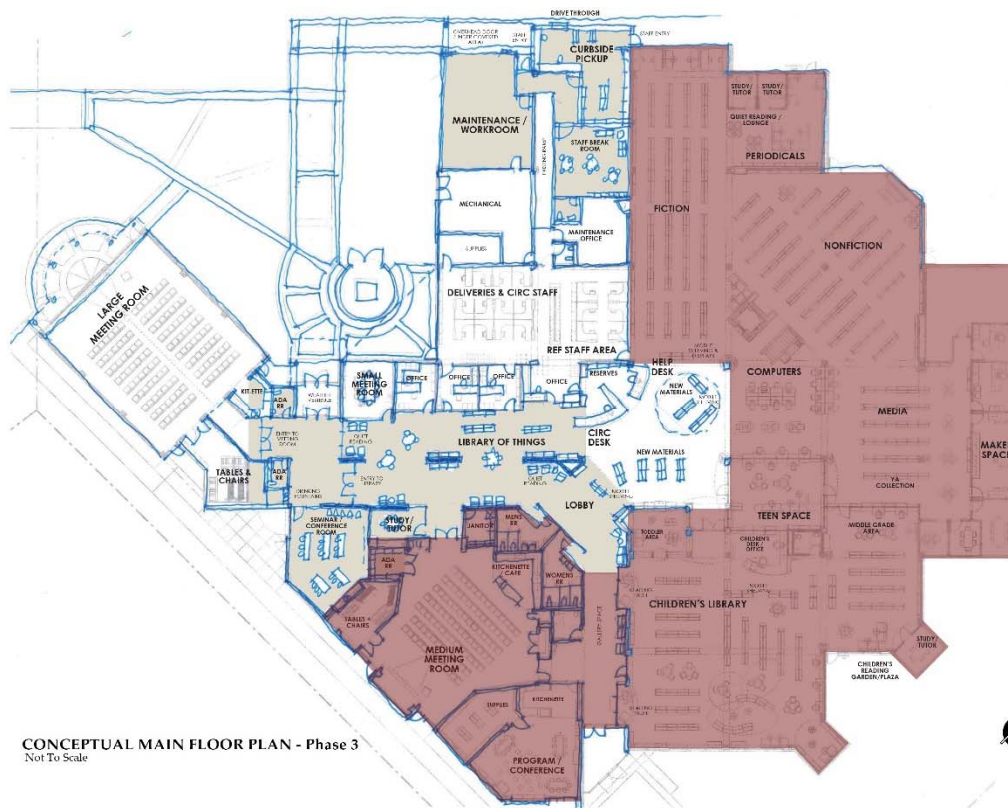
PHASE
2B



Phasing Budgets

MP Phase 3: Balance of Renovations

Misc Sitework		LS	\$	100,000.00
Renovations	18,540 nsf	225 \$/sf	\$	4,171,500.00
			\$	4,271,500.00
FFE	18,540 nsf	38 \$/sf	\$	704,520.00
Design Contingency		5%	\$	213,575.00
Construction Contingency		5%	\$	213,575.00
Escalation		8%	\$	341,720.00
Other Soft Costs (Fees, CM, permits)		24%	\$	1,025,160.00
Total Phase 3 Project Costs			\$	6,770,050.00



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PHASING PLANS

PHASE 3



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