Ezra Lehman Memorial Library
Addition Feasibility Study
SHIPPENSBURG UNIVERSITY
SU – 2002/6

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1. Meeting Minutes, February 28, 2003
3. Meeting Minutes, January 13, 2004

Reference

1. Outline of Room Use Codes Space Guidelines
4. SSHE definition of space and functional requirements
5. Asbestos Identification, Assessment and Management Planning, June 28, 1996 by Volz Environmental Services, Inc.
EXECUTIVE SUMMARY

Purpose: To develop a feasibility study and conceptual design for an addition and renovation to the Ezra Lehman Memorial Library.

Goal: Shippensburg University desires to incorporate a new writing center as part of the existing Ezra Lehman Memorial Library. The new writing center should enhance the resources available to the student body while acting as an outreach center to the surrounding community as a whole. Space for archives, classrooms and interactive learning should also be included. This study should also determine how the new writing center would be incorporated into the existing library, both physically and programmatically, and how the new programmatic functions may impact the existing library. Finally, the State System of Higher Education Space and Functional Guidelines should be used to develop the programmatic layout and conceptual design for the addition and renovation of the existing library.
SHIPPENSBURG UNIVERSITY
SU – 2002/6

EZRA LEHMAN MEMORIAL LIBRARY
ADDITION FEASIBILITY STUDY

DESCRIPTION OF SELECTED OPTION AND PROGRAM

The option selected by the University located a bulk of the new program items in the addition, with a few program changes occurring in the existing library. The three story addition will be located on the north side of the library with its main entrance on the ground floor. An atrium space will be located in the center of the new addition allowing natural light into the middle of the building creating a welcoming ground floor entry that can be used for displaying artwork and other functions. The exterior façade of the addition, in an effort to respond to the language of existing, will contain masonry and pre-cast components. The curved façade on the north addition, and the new curved south façade on the existing library, will both begin to respond to adjacent buildings that surround library.

The selected program includes new archive space, break out / display area, a café, and a new entrance on the ground floor, lecture rooms and group study on the first floor and a Writing Center on the second floor. Program changes in the existing library include a group study space on the ground floor, twenty four hour study and a vending area on the first floor. The new program incorporates the existing computer classroom into the new addition and relocates the Pennsylvania Collection and Rare Books to the new archive space, allowing Academic Success, Academic Program Services, and the Learning Assistance Center to move from other areas on campus and occupy the reclaimed space on the existing second floor.

The new program will be organized as follows:

<table>
<thead>
<tr>
<th>Ground Floor:</th>
<th>First Floor:</th>
<th>Second Floor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Archive</td>
<td>General Stacks</td>
<td>General Stacks</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Reference</td>
<td>Reading/Study Space</td>
</tr>
<tr>
<td>Microfilm</td>
<td>Computer Stations</td>
<td>Academic Success</td>
</tr>
<tr>
<td>Multi-Media Training Office</td>
<td>Dean’s Office</td>
<td>Academic Program</td>
</tr>
<tr>
<td>Geographical Info System</td>
<td>Text Books, CD’s &amp; Videos</td>
<td>Services/Learning Assistance Center</td>
</tr>
<tr>
<td>Collection Management</td>
<td>Inter-Library Loan</td>
<td>Toilet Rooms</td>
</tr>
<tr>
<td>Group Study</td>
<td>Circulation Desk</td>
<td>Office Space</td>
</tr>
<tr>
<td>Staff Lounge</td>
<td>Vestibule</td>
<td>Computer Storage</td>
</tr>
<tr>
<td>Toilet Rooms</td>
<td>24 Hour Study / Vending</td>
<td>A / V Storage</td>
</tr>
<tr>
<td>Mechanical Space</td>
<td>Office Space</td>
<td>Private Study</td>
</tr>
<tr>
<td>Receiving</td>
<td>Toilet Rooms</td>
<td>Support Space</td>
</tr>
<tr>
<td>Support / Circulation Space</td>
<td>Support Space</td>
<td>Writing Center</td>
</tr>
<tr>
<td>Archives</td>
<td>Lecture Rooms</td>
<td>Hallway</td>
</tr>
<tr>
<td>Hallway</td>
<td>Group Study</td>
<td>Support Space</td>
</tr>
<tr>
<td>Café</td>
<td>Support Space</td>
<td>Outdoor Reading Area</td>
</tr>
<tr>
<td>Support Space</td>
<td>Hallway</td>
<td></td>
</tr>
</tbody>
</table>
### Program by SSHE Space Guidelines

<table>
<thead>
<tr>
<th>Category 100: CLASSROOM</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST FLOOR</td>
<td></td>
</tr>
<tr>
<td>Lecture Room (addition)</td>
<td>2,285</td>
</tr>
<tr>
<td><strong>Category 100:</strong></td>
<td><strong>2,285</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 200: TEACHING LABS</th>
<th>Square Feet</th>
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</thead>
<tbody>
<tr>
<td>FIRST FLOOR</td>
<td></td>
</tr>
<tr>
<td>Teaching Lab (addition)</td>
<td>2,285</td>
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<tr>
<td>SECOND FLOOR</td>
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</tr>
<tr>
<td>Academic Success</td>
<td>1,900</td>
</tr>
<tr>
<td>Learning Assistance Center</td>
<td>932</td>
</tr>
<tr>
<td>Writing Center</td>
<td>7,150</td>
</tr>
<tr>
<td><strong>Category 200</strong></td>
<td><strong>12,267</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 300: OFFICE SPACES</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUND FLOOR</td>
<td></td>
</tr>
<tr>
<td>Multi-Media Training Office</td>
<td>233</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td></td>
</tr>
<tr>
<td>Dean's Office</td>
<td>606</td>
</tr>
<tr>
<td>Office Space</td>
<td>586</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
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</tr>
<tr>
<td>Academic Program Services</td>
<td>932</td>
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<tr>
<td>Office Space</td>
<td>190</td>
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<td><strong>Category 300</strong></td>
<td><strong>2,547</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Category 400: STUDY SPACES</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUND FLOOR</td>
<td></td>
</tr>
<tr>
<td>Government Archives</td>
<td>7,290</td>
</tr>
<tr>
<td>Periodicals</td>
<td>6,200</td>
</tr>
<tr>
<td>Microfilm</td>
<td>493</td>
</tr>
<tr>
<td>Geographical Info System</td>
<td>233</td>
</tr>
<tr>
<td>Collection Management Area</td>
<td>1,215</td>
</tr>
<tr>
<td>Group Study</td>
<td>1,120</td>
</tr>
<tr>
<td>Staff Lounge</td>
<td>1,325</td>
</tr>
<tr>
<td>Receiving</td>
<td>2,350</td>
</tr>
<tr>
<td>Archives (addition)</td>
<td>6,830</td>
</tr>
</tbody>
</table>

**Category 400 continued**

| FIRST FLOOR                  |             |
| General Stacks               | 6,845       |
| Reference                    | 6,970       |
| Computer Stations            | 1,018       |
| Text Books, CD's & Videos    | 2,250       |
| Inter-Library Loan           | 810         |
| Circulation Desk             | 1,320       |
| 24 Hour Study / Vending      | 1,350       |
| Study Space (addition)       | 2,600       |

| SECOND FLOOR                 |             |
| General Stack                | 9,321       |
| Reading / Study Space        | 6,062       |
| Private Study                | 90          |

| **Category 400**             | **65,702**  |

**Non-Category Spaces:**

| GROUND FLOOR                  |             |
| Support / Circulation Space   | 4,166       |
| Corridor (addition)           | 3,200       |
| Support Space (addition)      | 341         |
| Toilets                       | 936         |
| Mechanical Space              | 1,429       |

| FIRST FLOOR                   |             |
| Support Space                 | 2,156       |
| Toilets                       | 560         |
| Vestibule                     | 683         |
| Corridor (addition)           | 1,800       |
| Support Space (addition)      | 479         |

| SECOND FLOOR                  |             |
| Toilet Rooms                  | 811         |
| Computer Storage              | 45          |
| A / V Storage                 | 45          |
| Support Space                 | 1,812       |
| Corridor (addition)           | 1,855       |
| Outdoor Reading Area (addition)| 1,046     |
| Support Space (addition)      | 468         |
| Café (addition)               | 95          |

**Non-Category**               | **22,027**  

**Total Building Square Feet** | **104,826**

**Building Assignable Square Feet** | **82,801**
## Program by Floor

### Ground Floor

<table>
<thead>
<tr>
<th>Existing Building</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Government Archives</td>
<td>7,290</td>
</tr>
<tr>
<td>2. Periodicals</td>
<td>6,200</td>
</tr>
<tr>
<td>3. Microfilm</td>
<td>493</td>
</tr>
<tr>
<td>4. Multi-Media Training Office</td>
<td>233</td>
</tr>
<tr>
<td>5. Geographical Info System</td>
<td>233</td>
</tr>
<tr>
<td>6. Collection Management Area</td>
<td>1,215</td>
</tr>
<tr>
<td>7. Group Study</td>
<td>1,120</td>
</tr>
<tr>
<td>8. Staff Lounge</td>
<td>1,325</td>
</tr>
<tr>
<td>9. Toilet Rooms</td>
<td>936</td>
</tr>
<tr>
<td>10. Mechanical Space</td>
<td>1,429</td>
</tr>
<tr>
<td>11. Receiving</td>
<td>2,360</td>
</tr>
<tr>
<td>12. Support/Circulation Space (stairs, shafts, corridors, etc.)</td>
<td>4,186</td>
</tr>
<tr>
<td><strong>Sub-total:</strong></td>
<td><strong>27,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Addition</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Archives</td>
<td>6,830</td>
</tr>
<tr>
<td>2. Corridor</td>
<td>3,200</td>
</tr>
<tr>
<td>3. Café</td>
<td>95</td>
</tr>
<tr>
<td>4. Support Space</td>
<td>341</td>
</tr>
<tr>
<td>(stairs, shafts, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total:</strong></td>
<td><strong>10,466</strong></td>
</tr>
</tbody>
</table>

**First Floor Total:** 37,466

### Second Floor

<table>
<thead>
<tr>
<th>Existing Building</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Stack</td>
<td>9,321</td>
</tr>
<tr>
<td>2. Reading/Study Space</td>
<td>6,062</td>
</tr>
<tr>
<td>3. Academic Success</td>
<td>1,900</td>
</tr>
<tr>
<td>4. Academic Program Services/ Learning Assistance Center</td>
<td>1,864</td>
</tr>
<tr>
<td>5. Toilet Rooms</td>
<td>811</td>
</tr>
<tr>
<td>6. Office Space</td>
<td>190</td>
</tr>
<tr>
<td>7. Computer Storage</td>
<td>45</td>
</tr>
<tr>
<td>8. A/V Storage</td>
<td>45</td>
</tr>
<tr>
<td>9. Private Study</td>
<td>90</td>
</tr>
<tr>
<td>10. Support Space</td>
<td>1,912</td>
</tr>
<tr>
<td>(stairs, shafts, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total:</strong></td>
<td>22,240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Addition</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Writing Center</td>
<td>7,150</td>
</tr>
<tr>
<td>2. Corridor</td>
<td>1,855</td>
</tr>
<tr>
<td>3. Outdoor Reading Area</td>
<td>1,046</td>
</tr>
<tr>
<td>4. Support Space</td>
<td>468</td>
</tr>
<tr>
<td>(stairs, shafts, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total:</strong></td>
<td>10,519</td>
</tr>
</tbody>
</table>

**Third Floor Total:** 32,759

### Existing Building Square Feet
- Total: 74,394

### Addition Square Feet
- Total: 30,434

### Total Project Square Feet
- Total: 104,828
Ezra Lehman Memorial Library

Addition Feasibility Study

Architectural Building Review and Report

The Ezra Lehman Memorial Library is centrally located on the Shippensburg University campus sitting on the south end of the main plaza. The original library was completed approximately in 1967. A few minor alterations have occurred since 1967 however the original building and layout is essentially unchanged. The building consists of three floors (ground, first, and second floors) with the main entrance located on the south side of the first floor.

Ground Floor consists of:
• 27,000 gross square feet
• Periodical Space
• Government Documents
• Learning Assistance Center
• Receiving and Cataloging
• Mechanical and Electrical Building Support Space

First Floor consists of:
• 25,140 gross square feet
• Main Entrance into the library
• Circulation Desk and office space
• Dean’s Office and Support space
• General Stacks
• Computer Stations
• Reference space
• Reading Room
• Text Books, CD’s, and Video space
• Inter-library loan space

Second Floor consists of:
• 22,240 gross square feet
• Stack space
• Reading space / Quiet study
• Pennsylvania Collections
• Rare Books
• Computer Classroom
Ezra Lehman Memorial Library

Addition Feasibility Study

A. **Existing Exterior Envelope consists of the following:**

1. Precast and brick façade with concrete masonry back-up
2. Aluminum windows / curtain wall with single pane clear and spandrel glazing.
3. Rubber roof

**Exterior Envelope Survey:**

1. Overall the exterior brick and precast façade is in good condition, however, there are cracks within the brick on the north and west elevations that will need to be addressed once the renovation work commences.
2. Water damage appears to have occurred along the precast on the south façade and should be further reviewed and repaired.
3. The existing glazing is 3/4” single pane glass. This should be replaced with low-e insulated glazing to reduce the loss/gain of the conditioned inside air. The insulated glass will likely help to reduce the amount of energy required to condition the library. The new glazing will require an entire new window framing system.
4. The letter from Carlisle Syntec Incorporated, dated May 21, 1998, states that the roof does not meet the minimum requirements for an extension of the warranty. Thus a new roof will be required in the future and should be incorporated into the alterations of the library.

B. **Existing Interior Architectural Conditions consists of the following:**

1. The majority of the floor finishes consists of carpeting with VAT at the entry and building support spaces. The toilet rooms have ceramic tile floors.
2. Wall finishes: wood paneling, painted gypsum wall board and painted concrete masonry units.
3. Ceiling finishes: the majority of the ceiling finishes are 12”x12” acoustical tile ceiling.
4. Two exit stairs
5. One communicating stair.
6. Toilet rooms on each floor.
7. Shelving for periodicals, stacks and references.
8. Open table and private cubicles.
Interior Conditions Survey

Building Finishes:
1. The floor finishes are dated and appear to have exceeded their life expectancy and should be replaced. The ceramic tile in the toilet rooms is worn and should be replaced.
2. Wall finishes: Much of the walls are concrete masonry units and are in good condition but do require painting. The wood paneling is dated and should be replaced during the alterations.
3. Ceiling finishes: the 12"x12" acoustical tile ceiling appears to be the original ceiling finish. This acoustical tile ceiling is dated and difficult to repair when removed for continuous maintenance.
4. Many of these existing interior finishes appear to be asbestos and will need to be abated.

Elevator:
1. The existing elevator is small and presents continuous maintenance issues. A replacement elevator should be considered as part of the building alterations.

B. Existing Building Code Review

1. Current code requires the building to be fully sprinklered.
2. The existing first floor entry vestibule does not meet code. A minimum of 7'-0" is required between each set of doors. The door designated for handicap accessibility does not meet current code.
3. The interior communicating stair can not be used as an emergency egress stair. The handrail and guardrail on this stair is not code compliant and will need to be replaced. The ceramic tile treads may not provide adequate slip resistance. A slip resistant test should be done if it is desired to keep the tile.
4. A smoke control system is required at the communication stair.
5. The toilet rooms do not meet the required quantity of fixtures and are not handicap accessible.
6. Perimeter fire safining is required where the floor meets the exterior wall.
7. The aisles between stacks are not wide enough to accommodate a wheel chair. Aisles are to be a minimum of 3-0" wide.
Ezra Lehman Memorial Library

Addition Feasibility Study

8. The circulation desk is not handicap accessible.
9. The elevator is not handicap accessible. A new elevator in the addition can resolve this issue.
10. One hour ratings are required for all storage rooms over 100 square feet.
11. Emergency lighting and fire alarm system will need to meet current code.
12. If the addition occurs before the alterations a two hour rated separation is required between the existing library and the new addition.
# Building Code Requirements


The International Building Code requirements are in italics.

<table>
<thead>
<tr>
<th>Use Group</th>
<th>(A-3) Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Type</td>
<td>2B/1B, Non-Combustible, Protected Fully Sprinklered</td>
</tr>
<tr>
<td>Height and Building Area Limitations</td>
<td>4 Stories, 60'; 3 Stories, 75'; 35,625 SF/Floor</td>
</tr>
</tbody>
</table>

## Floor Area & Occupancy

<table>
<thead>
<tr>
<th>Floors</th>
<th>Proposed Floor Areas (Occupiable Gross SF)</th>
<th>Proposed Occupant Load</th>
<th>Occupant Load Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>5,560 GSF</td>
<td>55</td>
<td>100 GSF/Occupant</td>
</tr>
<tr>
<td>1st Floor</td>
<td>30,351 NSF</td>
<td>607</td>
<td>50 NSF/Occupant</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>6,700 GSF</td>
<td>67</td>
<td>100 GSF/Occupant</td>
</tr>
<tr>
<td>3rd Floor</td>
<td>27,365 NSF</td>
<td>547</td>
<td>50 NSF/Occupant</td>
</tr>
<tr>
<td>Total</td>
<td>25,521 NSF</td>
<td>510</td>
<td>50 NSF/Occupant</td>
</tr>
</tbody>
</table>

## Fire Resisting Requirements

<table>
<thead>
<tr>
<th>Elements</th>
<th>Rating</th>
<th>Elements</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOCA</td>
<td></td>
<td>FIRE PARTITIONS:</td>
<td></td>
</tr>
<tr>
<td>Exterior Loadbearing Walls</td>
<td>1 Hour</td>
<td>Exit Access Corridors</td>
<td>0 Hour</td>
</tr>
<tr>
<td>Exterior Non-Loadbearing Walls</td>
<td>0 Hour</td>
<td>Other Nonloading Partition</td>
<td>0 Hour</td>
</tr>
<tr>
<td>Fire Walls &amp; Party Walls</td>
<td>2 Hour</td>
<td>Interior Walls or Columns Supporting More Than 1 Floor</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Fire Enclosure of Exits</td>
<td>2 Hour</td>
<td>Interior Columns Supporting 1 Floor or Roof Only</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Shafts</td>
<td>2 Hour</td>
<td>Structural Members Supporting Wall</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Mixed Use Separations</td>
<td>2 Hour</td>
<td>Floor Construction Including Beams</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Other Separations</td>
<td>1 Hour</td>
<td>Roof Construction 15' or Less in Height</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Smoke Barriers</td>
<td>1 Hour</td>
<td>Roof Construction 15' to 20' in Height</td>
<td>0 Hour</td>
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<tr>
<td></td>
<td></td>
<td>Roof Construction over 20' in Height</td>
<td>0 Hour</td>
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<tr>
<td>IBC</td>
<td></td>
<td>FIRE PARTITIONS:</td>
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</tr>
<tr>
<td>Exterior Loadbearing Walls</td>
<td>0 Hour</td>
<td>Exit Access Corridors</td>
<td>0 Hour</td>
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<tr>
<td>Exterior Non-Loadbearing Walls</td>
<td>0-2 Hour</td>
<td>Other Nonloading Partition</td>
<td>0-2 Hour</td>
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<tr>
<td>Fire Walls &amp; Party Walls</td>
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<td>Shafts</td>
<td>2 Hour</td>
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<td>MIN. 7'-6&quot; OCCUPIABLE/HABITABLE SPACES AND CORRIDORS</td>
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<td>MIN. 7'-0&quot; BATHROOMS, TOILET ROOMS, KITCHENS, STORAGE ROOMS AND LAUNDRY ROOMS</td>
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HVAC

I. Cooling System

A. Chiller

The existing York chiller, installed in the Mechanical Room on the Ground Floor, is a 325 ton machine that was originally manufactured to operate on R-11 refrigerant. The machine was upgraded approximately 7 years ago to operate on environmentally friendly R-123. The chiller has been well maintained and is in good condition. The present unit has an additional expected life of 10 years.

Renovation: The Library has a present chilled water load of 295 tons which leaves a spare capacity of about 30 tons or almost 9%. The spare capacity is capable of handling some additional internal building loads.

Addition: The reserve capacity in the chiller is not adequate to handle a building addition of any significant size. There is sufficient space to install a new chiller of greater capacity if the original chiller would be removed. Consideration should be given to tying into the existing chilled water loop on campus which could possibly provide some additional cooling capacity as well provide some measure of standby capacity in the event of building chiller failure.

B. Cooling Tower and Condenser Water Pumps

The cooling tower and condenser water pumps have been replaced within the past year. The tower and pumps should have a useful life expectancy of 20 years.
C. Chilled Water Pumps

The chilled water circulation pumps are original to the building although the motors have been replaced. The pump casings and frames are deteriorated and the couplings appear to be original and have outlived their useful life.

Renovation: The existing chilled water pumps could possibly handle some small increases in the cooling load, but due to the age of the pumps, replacement is recommended.

Addition: New chilled water pumps sized for the total building cooling load with future reserve capacity would be required.

II. Heating System

A. Steam Pressure Reducing Station

High pressure steam enters the Library Mechanical Room from the Campus steam loop where the pressure is reduced and then piped to the hot water heat exchanger. The pressure reducing station has been recently upgraded.

Renovation and Addition: The steam pressure reducing station should have sufficient capacity to handle the additional heating and domestic hot water loads represented by any building renovations or addition.

B. Condensate Return Pump

The steam condensate return pump is of the duplex type, having two pumps, and returns steam condensate (water) back to the Campus boiler plant. The pump is original to the building and has outlived its useful life.
Renovation: The existing duplex condensate return pump could possibly handle some additional load but due to the age of the unit, replacement is recommended.

Addition: A replacement of the steam condensate return pump sized for the increase load will need to take place when an addition is constructed.

C. Hot Water Heat Exchanger

Steam is used to generate hot water for heating the building. Although the heat exchanger appears to have adequate capacity to handle additional heating loads represented by any renovation or building addition, the heat exchanger is nearly 40 years old and is original to the building.

Renovation: The existing heat exchanger has an undetermined amount of scale build-up and has lost efficiency as well as capacity. There is however, some additional reserve to handle some building modifications. Replacement should be considered within the next five years.

Addition: The hot water generator should be replaced to handle the additional loads and to improve efficiency.

D. High Efficiency Gas Boiler

A high efficiency gas boiler has been installed to provide hot water to the building for heating when steam is not available from the Campus steam distribution loop. The boiler is new and has an estimated useful life of about 10 years.

Renovation and Addition: The boiler has sufficient capacity to handle additional heating loads represented by any renovations or additions. It should be noted that the boiler can only handle heating loads during mild weather.
E. Hot Water Circulating Pumps

The hot water circulation pumps are original to the building although the motors have been replaced. The pump casing and frame is deteriorated and the couplings appear to be original. The pumps have outlived their useful life.

**Renovation:** The existing pumps could possibly handle some additional load but due to the age of the unit, replacement is recommended.

**Addition:** New hot water circulating pumps sized for the total building heating load with future reserve capacity would be required.

III. Airside System

A. Air Handling Units

There are (4) McQuay air handling units that are only about 5 years old. These units have chilled water coils, economizer controls, and humidifiers. The humidifiers are only partially effective since the dew point of unheated air is so low and there is a limited amount a humidity that can be introduced into the air. The air handling units utilize a constant volume design which delivers a predetermined amount of air continuously. During the course of the day when cooling and heating loads drop below their peak, unnecessary cooling and heating results in wasted energy.

**Renovation:** Existing air handling unit's #AHU-3 and #AHU-4 can be adjusted to provide an additional aggregate airflow of 2500 CFM to handle internal building modifications.

**Addition:** There is insufficient reserve capacity in the air handling units to accommodate a new building addition.
B. Ductwork

The ductwork is original to the building and the internal acoustical lining is beginning to break down. Additionally the ductwork has accumulated dirt on its internal surfaces and needs to be cleaned. Since the ductwork is sized to handle only zones presently served, it is not feasible to consider the ductwork serving any other spaces.

Renovation: The ductwork has been sized to minimize noise and to provide the proper airflow. Minor building modifications could be handled by the existing ductwork although thorough cleaning and relining would be warranted.

Addition: Due to the limited reserve capacity of the air handling units and the noise considerations of the ductwork, no consideration can be made to use the existing ductwork to serve an addition.

C. Supply Air Plenum

Supply air ductwork extends from the air handling units down in chases to the particular zones and terminates above the ceilings just outside of the chase. The ceiling plenum serves as a supply air duct for the zone. Air is delivered to the space through narrow vertical slots cut into the ceiling tiles. The system provides a uniform distribution of air however there is not means of adjusting the airflow should a particular area experience a build-up of heat and become warm.

Renovation: The system should definitely be changed if renovations are made to the space. The supply air plenum and ceiling tiles should be removed and replaced with sheet metal ductwork and ceiling diffusers.
**Addition: A supply air plenum is not recommended.**

D. Reheat Coils

Heating of the spaces is accomplished by hot water reheat coils installed in the zone ductwork prior to the air discharging into the supply air plenum. The design of these coils is poor in that very close fin spacing was used to increase the heating capacity rather than adding an additional row. Consequently, dirt and dust have been trapped between the narrow fin spaces and clogging has occurred, restricting the flow of air.

**Renovation:** The reheat coils probably have adequate reserve capacity to handle small additional heating loads associated with building modifications. However the poor design of the coils warrants replacement when any work is done.

**Addition:** Since new ductwork will be required in the addition, new reheat coils or hot water variable air volume terminal boxes will be used.

E. Exhaust Fans

Exhaust fans serving toilet rooms are of the centrifugal roof type and have been operating adequately for quite some time. The fans are original to the building and have outlived their useful life.

**Renovation:** Replacement of these fans should be considered if any building renovation takes place due to their age and limited operational range.

**Addition:** New exhaust fans selected to meet the needs of the areas served will be used in any addition.
IV. Building Automation System (Automatic Temperature Controls)

A. Workstations

There are several different types of operational workstations in the Library including Honeywell XCEL Plus and DELTA 2000 systems. The communication protocol on the different systems is not all BAC-NET, consequently the systems cannot be linked together effectively.

Renovation and Addition: The building automation controls should be upgraded when any renovation or addition is considered.

B. Pneumatic Actuators

The automatic temperature control system utilizes pneumatic valve operators and dampers to control temperature. The operators by design are simple and provide years (often decades) of trouble free service if the moisture is kept out of the air lines. The existing actuators do not have to be replaced unless it is determined that they are damaged or malfunctioning.

Renovation: The existing actuators do not have to be replaced unless it is determined that they are damaged or malfunctioning. Modifications to the ductwork requiring additional controls will be provided with new pneumatic controls.

Addition: Pneumatic actuators and operators will be employed in all new devices requiring control due to the excellent longevity of these devices.
PLUMBING

I. Domestic Water Service

A. Cold Water

There is a 3 inch cold water service line entering the Library Mechanical Room on the Ground Floor.

Renovation: The existing domestic water service appears to be adequate for any renovations taking place within the building.

Addition: The existing domestic water service appears to have only marginal additional capacity to serve a building addition. It is anticipated that a new service will be required for a new addition.

B. Hot Water

Steam is used to generate domestic hot water for the building. The heat exchanger is nearly 40 years old and is original to the building. Scale has built up in the shell of the heat exchanger and there has consequently been a loss of efficiency and capacity.

Renovation: Despite deterioration, the steam heat exchanger has additional reserve to handle some building modifications. Replacement should be considered within the next five years.

Addition: The hot water generator should be replaced to handle the additional loads and to improve efficiency.
II. Sanitary Sewer

Renovation: The existing 4 inch sanitary sewer has sufficient reserve to accommodate any local plumbing modifications. Any plumbing work that is performed on the northern side of the building would require a new sewer lateral.

Addition: A new sanitary sewer lateral will be required.

III. Fixtures:

Renovation: All existing fixtures are to be replaced.

ELECTRICAL

I. Power

A. Primary Service

The existing electrical service is a loop-fed 13,200 volt service into the Electrical Room in the basement of the Library. The power is fed from nine (9) #10 RR conductors from the Maintenance Building. The conductors can carry an electrical load of up to about 2000 kva.

Renovation and Addition: Based on statistical electrical data for college libraries, a load of about 10.4 watts per square foot is common. If this load is applied to the Library, a building having a total area of 110,000 square feet would require about 1030 kva of power. This load is significantly less than the power carrying capability of the primary feeders and no upgrade is required.
B. Secondary Service

The secondary side of the 750 kva transformer provides 277/480 volts that provides power for lighting and the HVAC equipment. The amp draw measured on September 18, 2002 during our visit amp was 420 amps which equates to about 350 kva. Since the weather on that day was cool and it was raining, the chiller would have been minimally loaded. The 325 ton chiller has an operational efficiency of approximately 0.65 kw/ton, which equates to an electrical load of about 211 kva. If we add the chiller load to the load measured at the incoming service, the maximum estimated anticipated load would be 416 kva. The estimated reserve capacity in the electrical service would be about 190 kva.

Renovation: There is sufficient reserve in the electrical service transformer to handle modification in the existing building. However, the main distribution panel has no room for expansion which would be required if an additional panel needs to be installed. Most of the panels located throughout the building do have some space to add several circuits if needed for minor renovation work.

Addition: The anticipated load associated with a building addition of about 40,000 square feet would be about 400 kva. Since the reserve capacity in the electrical service is only 190 kva, an upgrade to the secondary service would be warranted.

II. Generator

The generator is located in the Mechanical Room on the Ground Floor of the Library. The machine generates 20 kw of power at 120/208 volts for emergency lights and an exhaust fan in the Mechanical Room. The generator has been recently replaced and has an estimated life expectancy of 20 years.
Renovation and Addition: The existing generator has sufficient reserve capacity to handle any additional emergency lighting loads associated with either a renovation or building addition.

III. Lighting

The lighting used throughout the building is primarily a 1x4 recessed flanged troffer fluorescent fixture utilizing T-12 lamps. The fixtures are energy inefficient, obsolete, and the lenses are discolored and unattractive. The fact that the fixtures are installed in a spline ceiling makes servicing the fixtures nearly impossible unless the ceiling is dropped.

Renovation: Since the ceiling will most likely be changed in the event of any renovation work, it is strongly recommended that the lighting fixtures be replaced with high efficiency T-8 type fluorescent lights having electronic ballasts. New fluorescents will allow for additional fixtures with increasing energy use.

Addition: All new building construction will utilize new lighting fixtures.

IV. Fire Alarm

The existing fire alarm system is limited to emergency pull stations at exits and duct mounted smoke detectors in the four (4) air handling units located in the Penthouse.

Renovation and Addition: Consideration should be made to install a new addressable fire alarm system if either a renovation or addition is considered.
January 7, 2004

Mr. Eric Farrell,
Burt Hill Kosar Rittelmann
1735 Market St., 53rd. Floor
Philadelphia, PA 19103

RE: Ezra Lehman Memorial Library Addition
Shippensburg University
Shippensburg, PA

Dear Eric,

The following is a summary of our conceptual design for the proposed addition at the Ezra Lehman Memorial Library.

**Building Code:** IBC 2003

**Design Loads:**
Design live load is 150 psf. for stacking and 100 psf elsewhere.
Wind Speed, 3-second gust is 90 mph.
Seismic: Input required from a geotechnical engineer.

**Existing Structure:**
A three-story concrete frame structure was constructed in 1965 with brick veneer and supported on concrete caissons (typical size, three feet diameter shaft with five feet bell). The floor framing system is a concrete waffle two-way slab, 3” thick topping and 8” deep ribs, a total of 11” thick slab. Concrete spandrel beams are typically 16” x 26” with steel shelf angles. Columns are typically, 16” x 16” and floor heights are 12’ 8”.

**Foundation for Addition:**
Typically 4’-6” diameter caissons (straight shaft) or 3”-0” diameter shaft with 4’-6” bell.

**Proposed Framing Schemes:**
Concrete Scheme and Structural Steel Scheme.

**Concrete Scheme:**
Proposed floor slab is a 9” flat plate with 4.5 pounds per
square foot of mild reinforcement. Exterior spandrel beams are 14” x 24” with steel shelve angles. Interior concrete girders spanning 42 feet are 24” x 42” with 120 pounds per linear foot of mild reinforcing steel. Columns shall be minimum 20” x 20” with 400 pounds per cubic yard of mild reinforcing steel. Concrete compressive strength shall be 4000 psi at 28 days.

**Structural Steel Scheme:**

Structural Steel shall be A36 with A325 bearing type bolts. Floor construction shall be 4-1/2 inch concrete topping on 1-1/2 inches composite metal deck. Typical floor beams shall be W12 x 16 spacing at 6'-0” on centers with 10 - 3/4” diameter studs. The steel girders are W18x35 for 25’ span, and W30x 116 for 42’ span with 32 studs and 92 studs respectively. Columns are W14x73. All beams are assumed to have Type II moment connections at columns for lateral loads.

**CONCLUDING REMARKS:**

There are a few variations in the above concrete slab framing scheme, such as waffle concrete slab and flat slab (flat plate with drop panel). Then, we also can post-tension slabs and girders and their depths would be shallower accordingly. However, the latter requires a specialty contractor to provide the service. Therefore, it is our opinion that the flat plate with mild reinforcements is probably the most cost effective in the concrete scheme.

Both Concrete and Structural Steel Schemes must be evaluated in their totality with a contractor prior to making the final construction documents. For an example, the structural steel scheme needs to add the cost of fire protection, while the concrete scheme needs cost of a longer construction period. However, by looking at the preliminary sizes, the concrete scheme is more suitable and cost effective for this project.

If you have any questions about our design, please do not hesitate to call us.

Sincerely,

DAVID CHOU & ASSOCIATES, INC.

[Signature]

David Chou, Ph.D., P.E.
SHIPPENSBURG UNIVERSITY
SU-2002/6

EZRA LEHMAN MEMORIAL LIBRARY
ADDITION FEASIBILITY STUDY

PRELIMINARY PROBABLE COSTS

Project Probable Square Foot Costs:

Existing Building Alterations:

- Ground Floor @ $75/square foot = $2,025,000.00
- First Floor @ $75/square foot = $1,886,550.00
- Second Floor @ $75/square foot = $1,668,000.00

Sub total $5,579,550.00

Addition:

- Foundation: caissons @ $150/l.f. = $225,000.00
- Site Work: allowance $300,000.00
- Ground Floor @ $175/square foot = $1,831,550.00
- First Floor @ $175/square foot = $1,831,550.00
- Second Floor @ $175/square foot = $2,018,800.00

Sub total $5,781,900.00

- South Façade Alterations: allowance $300,000.00
- 3 Story glass tower on east side of building: allowance $750,000.00

Sub - total: $12,836,450.00

Contingency (10% of construction costs): $1,283,645.00
Design Costs (Fee, permitting, etc., 10% of construction costs): $1,283,645.00
Furniture, Fittings and Equipment (15% of construction costs): $1,925,468.00

Sub -total: $4,492,758.00

Total: $17,329,210.00*

* 2003 cost numbers
Exclusions:
- Escalation not included (should be estimated at approximately 3% per year)
Ezra Lehman Memorial Library

Conceptual Ground Floor Plan
New Addition and Renovation

Shippsburg University
April 2004
New South Facade

Plan View
North Elevation

Ezra Lehman Memorial Library New Addition
South Elevation

Ezra Lehman Memorial Library New Addition
EVALUATION

Evaluation Criteria:

The project requires an understanding of the new programmatic requirements that are generating the desire and need for the addition, as well as an understanding of how these new programs will impact the existing library, both functionally and programmatically. This will then assist in determining the location of the addition, the programmatic functions housed within it, and the associated impact on the existing library, if any. In an effort to best understand the criteria impacting the addition, interviews were held with key members of the University. These interviews provided a clear understanding of the goals of the new addition, the existing function and programmatic layout of the library, and the long term goals of the University. Finally, consideration was given to how the new addition would impact the University’s Campus Master Plan.

Evaluation Summary and Conclusions:

Through meetings and interviews it became clear that the focus of the project will be the addition. A primary intention of the University is to create a Writing Center to provide the student body with an interactive / proactive writing program. It will assist in developing writing skills and inspire the future authors who attend Shippensburg University. The Center will consist of a three story addition that includes archive space, lecture and study space, and an area designated specifically for the Writing Center. The center will also act as an outreach program for the surrounding community where special events and exhibits can be held. In conclusion, the Writing Center’s goal is to create a new and creative environment that encourages all aspects of writing.
Process

A) November 1, 2002 Submission
B) November 19, 2003 Submission
C) February 28, 2003 Submission
D) August 2003 Submission
1. Scheme A Programming
   Ground Floor Plan
   1st Floor Plan
   2nd Floor Plan

2. Scheme B
   Ground Floor Plan
   1st Floor Plan
   2nd Floor Plan

3. Scheme C
   Ground Floor Plan
   1st Floor Plan
   2nd Floor Plan

4. Concept Overview

5. Comparative Budgets
Ground Floor Program Concept 'A'

New Addition without Renovation

Ezra Lehman Memorial Library
Second Floor Program Concept 'A'
New Addition without Renovation

Ezra Lehman Memorial Library
First Floor Program Concept 'B'
New Addition with Renovation

Ezra Lehman Memorial Library

Shippensburg University
November 1, 2002
Second Floor Program Concept 'B'
New Addition with Renovation

Ezra Lehman Memorial Library
Ground Floor Program Concept 'C'
New Addition with Renovation

Ezra Lehman Memorial Library
First Floor Program Concept 'C'

New Addition with Renovation

Ezra Lehman Memorial Library
Second Floor Program Concept 'C'
New Addition with Renovation

Ezra Lehman Memorial Library
CONCEPT OVERVIEW

PLANNING PRINCIPLES

- Library to be anchor for campus, a focal point of the quadrangle
- Image to appropriate and complementary to recent buildings
- Addition façade to present additional front to performance hall
- Interior to integrate and feature technology
- Planning to provide for long term flexibility
- Program to incorporate complementary uses and programs
- Study spaces to be more diverse and include group study rooms

PLANNING PARAMETERS

- Logical site area for expansion is to the northwest
- Rear façade has been designed for expansion in this direction.
- Expansion up is not practical because of a mechanical penthouse and library staffing
- Interior should be organized along a central spine as the Information Concourse
- Periodicals should move to the ground floor (access to compact shelving)
- Large open study areas should be maintained for flexibility and cost effectiveness
- New related functions should be at addition ground floor for separate access

CONCEPT A

- Three level addition with 35,500 sf total
- Provides 750 seats, including group study
- Minimal renovation along information concourse (budget requirements)
- Additional renovation may be included in future phase (Concept B or C renovation option)

CONCEPT B

- Three level addition with 37,500 sf total
- Provides 750 seats plus group study seating
- Assumes complete renovation
- Includes new façade at existing entry

CONCEPT C

- Three level addition with 46,500 sf addition
- Provides for expanded program (seating, archives, etc.)
- Assumes complete renovation
- Includes new façade at existing entry
LEHMANN MEMORIAL LIBRARY  
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

COMPARATIVE BUDGETS  

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PRELIMINARY 11/01/02

BASIC PROGRAM ($8 million – Addition without renovation)

New: 32,500 sf @ $190/sf = $6,175,000  
Renovation allowance @ 300,000

Sub total A                   $6,475,000
Project costs @ 25%            1,618,750
Sub total B                   $8,093,750
20% construction cost escalation – 5 year projection  $1,618,750
TOTAL                         $9,712,500

FULL PROGRAM - Additional Seating ($18 million)

New: 37,500 sf @ $190/sf = $7,125,000  
Ren: 75,000 @ $100/sf = 7,500,000  
South façade renovation: allowance 300,000

Sub total A                   $14,925,000
Project costs @ 25%            3,731,250
Sub total B                   $18,656,250
20% construction cost escalation – 5 year projection  $3,731,250
TOTAL                         $22,387,500
EXPANDED PROGRAM – additional program ($20 million)

New: 46,500 sf @ $190/sf = $8,835,000
Ren: 75,000 sf @ $100 = 7,500,000
South façade renovation allowance: 300,000

Sub total A $16,635,000

Project costs @ 20% 3,327,000

Sub total B $19,962,000

20% construction cost escalation – 5 year projection 3,992,400

TOTAL $23,954,400
November 19, 2002 Submission

1. Scheme A Programming
   Ground Floor Plan
   1st Floor Plan
   2nd Floor Plan

2. Scheme B
   Ground Floor Plan
   1st Floor Plan
   2nd Floor Plan

3. Scheme C
   Ground Floor Plan
   1st Floor Plan
   2nd Floor Plan

4. Concept Overview

5. Comparative Budgets
First Floor Program Concept 'A'
New Addition without Renovation

Ezra Lehman Memorial Library

Shippensburg University

November 19, 2002
Second Floor Program Concept 'A'
New Addition without Renovation

Ezra Lehman Memorial Library
Ground Floor Program Concept 'B'
New Addition with Renovation

Ezra Lehman Memorial Library
Second Floor Program Concept 'B'
New Addition with Renovation

Ezra Lehman Memorial Library
Ground Floor Program Concept 'C'
New Addition with Renovation

Ezra Lehman Memorial Library
First Floor Program Concept 'C'

New Addition with Renovation

Ezra Lehman Memorial Library
SECOND FLOOR ADDITION: 16,000 SF (15,065 SF)
TOTAL BUILDING: 121,500 SF

Second Floor Program Concept 'C'
New Addition with Renovation

Ezra Lehman Memorial Library
## Programming Study

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LEHMAN MEMORIAL LIBRARY
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

COMPARATIVE BUDGETS

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PRELIMINARY 11/20/02

BASIC PROGRAM ($8 million – Addition without renovation)

- New: 32,500 sf @ $190/sf = $6,175,000
- Renovation allowance @ 300,000

Sub total A $6,475,000

Project costs @ 25% 1,618,750

Sub total B $8,093,750

20% construction cost escalation – 5 year projection $1,618,750

TOTAL $9,712,500

FULL PROGRAM - Additional Seating ($18 million)

- New: 37,500 sf @ $190/sf = $7,125,000
- Ren: 75,000 @ $100/sf = 7,500,000
- South façade renovation: allowance 300,000

Sub total A $14,925,000

Project costs @ 25% 3,731,250

Sub total B $18,656,250

20% construction cost escalation – 5 year projection $3,731,250

TOTAL $22,387,500
**EXPANDED PROGRAM** – additional program ($20 million)

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February 28, 2003 Submission

1. Massing Study
2. Conceptual Plans
August 2003 Submission

1. Conceptual Floor Plans & Elevation Study
Existing Conditions

A) Site Plan  
B) Ground Floor Plan  
C) First Floor Plan  
D) Second Floor Plan  
E) Roof Plan  
F) North & East Elevations  
G) South & West Elevations
West Elevation

South Elevation
Ezra Lehman Memorial Library
North Elevation - Showing New Addition

East Elevation - Showing New Addition

Ezra Lehman Memorial Library
West Elevation - Showing New Addition

South Elevation - Showing New Addition

Ezra Lehman Memorial Library
Meeting Minutes
from: Eric Farrell

February 28, 2003

Subject/Project Number:
Shippensburg University
Ezra Lehman Memorial Library
Feasibility Study
Burt Hill Project #02938.00

Meeting Number:
1

Project Phase: Feasibility Study
Meeting Location: President’s Conference Room

Meeting Purpose:
Review Programming Plans

Attendees: Distribution:
Dr. Anthony Ceddia – President All Attendees
Dr. James Coolson – Associate Provost/Dean of
Graduate Studies
Madelyn Valunas – Associate VP of
Information Technologies and Services
Dr. Patricia Spakes – Provost
Gary Thresher – Facilities
Dr. Rick Ruth – VP of Information
Technologies and Services
Madelyn Valunas – Dean of Library and Media
Services
Burt Hill Kosar Rittelmann Associates
Eric Farrell
David Madeira

Comments:
1. Dr. Ceddia to review the programming plans for the Ezra Lehman
Library Renovation and Addition.

2. Dr. Ceddia stated that the initial programming plans did not provide
enough space for the Creative Writing Center.

3. At this meeting Burt Hill provided sketches show the Creative Writing
Center as the dominate program space in the new addition. The sketches
showed:
   • Archives in a possible Basement,
• The Creative Writing Center on the Ground Floor,

• Library Expansion, Study Rooms, Production Room and Viewing/Lecture Room on the First Floor.

• Academic Success and Teaching Excellence on the Second Floor

• Additionally the sketch showed a new curved façade on the front of the existing library. The sketches showed a large atria/lobby area which could be used for receptions and displaying artwork.

4. Dr. Ceddia stated that he liked the direction the new sketches were going.

5. Dr. Ceddia stated he saw the addition laying out as follows:
   • No Basement
   • Library Archives on the Ground Floor
   • Two large flexible Classrooms on the First Floor
   • Writing Center on the Second Floor

6. Burt Hill will revise the plans as per Dr. Ceddia’s directions and develop both the plans and exterior elevations.

7. Burt Hill will meet with Dr. Ceddia in Early May to present developed plans and exterior elevations.

8. Following the May meeting Burt Hill, and approval from the University, will finalize the Feasibility Study by the end of May.

This memorandum represents our understanding of the events which transpired and the actions which were taken. If they do not conform to a
recipient's understanding, prompt written notice must be communicated to the writer. If no corrections or objections are made, this memorandum will be relied upon as a factual interpretation of this meeting.

Submitted by,

BURT HILL KOSAR RITTELMANN ASSOCIATES
/s/
Eric Farrell
March 5, 2003
Meeting Minutes
from: Eric Farrell

Subject/Project Number:
Shippensburg University
Ezra Lehman Memorial Library
Feasibility Study
Burt Hill Project #02938.00

Meeting Number:
2

Project Phase: Feasibility Study
Meeting Location: President’s Conference Room

Meeting Purpose:
Review Programming Plans

Attendees:
Dr. Anthony Ceddia – President
Dr. James Coolen – Associate Provost/Dean of Graduate Studies
Madelyn Valunas – Associate VP of Information Technologies and Services
Dr. Patricia Spakes – Provost
Dr. Rick Ruth – VP of Information Technologies and Services
Madelyn Valunas – Dean of Library and Media Services
Lance Bryson – Facilities
Burt Hill Kosar Rittelmann Associates
Eric Farrell
David Madeira
Lois Mathison

Burt Hill presented revised programming plans and perspective sketches based on comments received at the previous of February 28, 2003. The following comments were made:

1. Burt Hill presented schematic plans showed the following:

   - Ground Floor Addition: Archive Space, Addition Entry, Display Area and Breakout Space.
- First Floor Addition: Two classrooms for 80 student capacity. Two classrooms for 25 student capacity. Open atria area to floors above and below. Breakout Space.

- Second Floor Addition: Writing Center. Open atria area to floors below. Breakout Space.

- New façade on existing main entrance.

2. The Learning Assistance Center shown on the Ground Floor Plan is part of Academic Program Services shown on the 2nd floor and should be kept together. This frees up space on the Ground Floor for other program areas, like Group Study Space, which is currently not identified on the floor plans.

3. Group Study Space could also be located on the 1st floor where the 25-capacity classrooms are shown.

4. The new Toilet Rooms shown in the existing Main Library need to be accessible from the new addition. If there is an event scheduled after hours, the Main Library will need to be locked off.

5. Dr. Ceddia asked whether stacks will still be a requirement in the Library of the Future. Madelyn stated that she thought stacks would indeed be a component, though expansion space would not need to be provided.

6. The center study carrels may be replaced with tables for 4 or 6 chairs. The perimeter carrels will remain but will require renovation/replacement.

7. The 80 capacity classrooms shown on the first floor can accommodate the computer classrooms being displaced due to the reconfiguration of existing space. Because of State Guidelines, the campus classroom count cannot change unless the student population increases.
8. The 24 hour study area on the first floor should be revised to reflect a connection to a breakout area with vending and toilets. Move the staff lounge to the ground floor near the patio.

9. Should the patio be in-filled to gain interior space? It does allow light into the ground floor, so a “glass roof” may warrant consideration if this is done.

10. Extend the loading dock as shown on previous plans.

11. Curved construction is costly. The “rear” façade could maintain the curved wall like wings, but keep the building square beyond. Square off columns currently shown as round. The façade facing the Quad is equally as important as the “back”.

12. Dr. Ceddia stated that he liked the direction the new sketches were going. Burt Hill will revise the plans as per Dr. Ceddia’s directions and will further develop both the plans and exterior elevations before August 20, 2003.

This memorandum represents our understanding of the events which transpired and the actions which were taken. If they do not conform to a recipient’s understanding, prompt written notice must be communicated to the writer. If no corrections or objections are made, this memorandum will be relied upon as a factual interpretation of this meeting.

Submitted by,

BURT HILL KOSAR RITTELLENN ASSOCIATES

/s/
Eric Farrell

March 5, 2003
Meeting Minutes
from: Eric Farrell

January 13, 2004

Subject/Project Number:
Shippensburg University
Ezra Lehman Memorial Library
Addition Feasibility Study
SU Project #2002/6
Burt Hill Project #:02938.00

Meeting Number:
3

Project Phase: Feasibility Study
Meeting Location: President’s Conference Room

Meeting Purpose:
Final Presentation of Programmatic Plans, Elevations, Site Plan and Rendering

Attendees:
Lance Bryson--Facilities
Dr. Anthony Ceddia – President
Dr. Hector Maymi-Sugranes –Associate VP of
Information Technologies and Services and
Dean of Library and Media Services
Dr. Rick Ruth– VP of Information
Technologies and Services
Dr. Patricia Spakes – Provost
Terry Starr – Facilities
Mary Stewart – Head of English Department
Dr. Kim Van-Alkemde – English Department

Burt Hill Kosar Rittelmann Associates
Eric Farrell
David Madeira
Lois Mathison

Comments:

1. Burt Hill presented the final feasibility study programmatic floor plans,
elevations, and site model. A rendering of the new addition was presented
as well.

2. The **Ground Floor Plan** programmatic spaces are as follows:

Existing Library: Periodicals, Government Archives, Receiving
Room, Collection Management, Group Study,
Staff Lounge, Microfilm, Multi-Media,
Geographical Info. System office.
New Addition: Breakout/Display, Archive Space, a 3-story Atria Space, and a café.

The main entrance into the new addition is on the Ground Floor.

The **First Floor** programmatic functions are as follows:

Existing Library: Main Entrance, Circulation Desk, 24 Hour Study / Vending, General Stacks, Reference, Computer Stations, Text Books, CD’s & Videos, Dean’ Office.

New Addition: Breakout Space, Two Lecture Rooms at a capacity of 80, Two Lecture Rooms at a capacity of 25.

The main entrance into the existing library is on the First Floor.

A new façade screen is incorporated into the project. This façade screen will enhance the existing south building elevation as well create a stronger language between the adjacent buildings and the proposed plaza.

The **Second Floor** programmatic functions are as follows:

Existing Library: General Stacks, Quiet Study / Reading Space, Academic Success, Academic Program Services / Learning Assistance Center.

New Addition: Breakout Space, Writing Center, Outdoor Reading Area.

3. Dr. Hector Maymi-Sugranes stated that a café was planned on the First Floor where 24 Hour Study is shown. It was understood that once the project moved forward the location of the café will be reviewed.

4. Dr. Ceddia stated he does not want to see the mechanical units if they are to be located on the existing library roof. The mechanical units should be
covered with a screen or located off to the side of the building. No units should be located on the roof of the new addition.

5. Lance Bryson requested the space guidelines and meeting minutes get incorporated into the feasibility report. The space definition names should coincide with the University space guidelines.

6. Dr. Patricia Spakes stated that the flexibility of the Second Floor Writing Center allows the University to determine, at a future dated, the specific programmatic layout of the space. Dr Spakes stated there is the possibility of having computer stations on one side and seating for lecture and work shops on the other.

7. The existing Second Floor computer room, Pennsylvania Collection, and Rare Books are moving to the new addition. This allows Academic Success, Academic Program Services, and the Learning Assistance Center to occupy the vacated space.

8. Burt Hill stated that the estimated probable cost of construction did not include equipment and furniture, soft costs (permitting, fees, etc.), or escalation.

9. Lance Bryson stated that money was being allocated for replacing the lighting and controls in the existing library.

10. Lance Bryson requested that the space definition names coincide with the University space guidelines.

11. Burt Hill will revise the report and submit to Lance Bryson for review and comments.

This memorandum represents our understanding of the events which transpired and the actions which were taken. If they do not conform to a recipient’s understanding, prompt written notice must be communicated to
the writer. If no corrections or objections are made, this memorandum will be relied upon as a factual interpretation of this meeting.

Submitted by,

BURT HILL KOSAR RITTEL Mann ASSOCIATES

/s/
Eric Farrell
January 13, 2004