46 Mount Pleasant Avenue Redevelopment Study

Township of West Orange
Essex County, New Jersey

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The original of this report was signed and sealed in accordance with N.J.S.A. 45:14A-12.

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Introduction

The purpose of this report is to determine whether a portion of Block 68, Lot 1 and a portion of the Municipal Plaza right-of-way in the Township of West Orange, as shown on the Redevelopment Study Area Map (Figure 1), (the "Study Area"), qualifies as an "area in need of redevelopment" as defined in the Local Redevelopment and Housing Law *N.J.S.A. 40A:12A-1 et seq* (LRHL). This report is written pursuant to Section 6 of the LRHL, which provides the following:

- No area of a municipality shall be determined a redevelopment area unless the governing body of the municipality shall, by resolution, authorize the planning board to undertake a preliminary investigation to determine whether the proposed area is a redevelopment area according to the criteria set forth in Section 5 of P.L 1992/c.79 (C.40A:12A-5)… The governing body of a municipality shall assign the conduct of the investigation and hearing to the planning board of the municipality

- After completing its hearing on this matter, the planning board shall recommend that the delineated area, or any part thereof, be determined or not be determined, by the municipal governing body to be a redevelopment area. After receiving the recommendation of the planning board, the municipal governing body may adopt a resolution determining that the delineated area or any part thereof, is a redevelopment area.

The West Orange Township Council has directed the Planning Board, through resolution 266-18 adopted on November 27, 2018, and amended by resolution 12-19 adopted on January 8, 2019 to conduct an investigation to determine whether a portion of Block 68, Lot 1, commonly known as 46 Mt. Pleasant Avenue is in need of redevelopment according to one or more of the statutory criteria (see Appendix A – Council Resolutions). The Resolutions specified that the investigation shall be to determine if the Area is a "non-condemnation" area, which means that condemnation, or eminent domain, would not be an option if the property is designated as an area in need of redevelopment.

The Redevelopment Study Area Map (see Figure 1) constitutes a "map showing the boundaries of the proposed redevelopment area and the location of the various parcels of property included therein". This report serves as the "statement setting forth the basis for the investigation which is required by Section 6(b) of the LRHL" (N.J.S.A. 40A:12A-6).

46 Mt. Pleasant Avenue (Portion of Block 68, Lot 1 and portion of Municipal Plaza Right-of-Way)
Area in Need of Redevelopment Investigation
West Orange, NJ

Source: NJOGIS, NJGIN, NJDEP, NJDOT

N 0 25 50 Feet

Figure 1- Study Area Map

Criteria for Redevelopment Area Determination

The criteria contained in Section 5 of the LRHL that were considered in evaluating the Study Area are the following:

a. The generality of buildings are substandard, unsafe, unsanitary, dilapidated, or obsolescent, or possess any of such characteristics, or are so lacking in light, air, or space, as to be conducive to unwholesome living or working conditions.

b. The discontinuance of the use of buildings previously used for commercial, manufacturing, or industrial purposes; the abandonment of such buildings; or the same being allowed to fall into so great a state of disrepair as to be untenantable.

c. Land that is owned by the municipality, the county, a local housing authority, redevelopment agency or redevelopment entity, or unimproved vacant land that has remained so for a period of ten years prior to adoption of the resolution, and that by reason of its location, remoteness, lack of means of access to developed sections or portions of the municipality, or topography, or nature of the soil, is not likely to be developed through the instrumentality of private capital.

d. Areas with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light and sanitary facilities, excessive land coverage, deleterious land use or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

e. A growing lack or total lack of proper utilization of areas caused by the condition of the title, diverse ownership of the real properties therein or other similar conditions which impede land assemblage or discourage the undertaking of improvements, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to and serving the public health, safety and welfare, which condition is presumed to be having a negative social or economic impact or otherwise being detrimental to the safety, health, morals, or welfare of the surrounding area or the community in general.

f. Areas, in excess of five contiguous acres, whereon buildings or improvements have been destroyed, consumed by fire, demolished or altered by the action of storm, fire, cyclone, tornado, earthquake or other casualty in such a way that the aggregate assessed value of the area has been materially depreciated.

g. In any municipality in which an enterprise zone has been designated pursuant to the "New Jersey Urban Enterprise Zones Act," P.L.1983, c.303 (C.52:27H-60 et seq.) the execution of the actions prescribed in that act for the adoption by the municipality and approval by the New Jersey Urban Enterprise Zone Authority of the zone development plan for the area of the enterprise zone shall be considered sufficient for the determination that the area is in need of redevelopment pursuant to sections 5 and 6 of P.L.1992, c.79 (C.40A:12A-5 and 40A:12A-6) for the purpose of granting tax exemptions within the enterprise zone district pursuant to the provisions of P.L.1991, c.431 (C.40A:20-1 et seq.) or the adoption of a tax abatement and exemption ordinance pursuant to the provisions of P.L.1991, c.441 (C.40A:21-1 et seq.). The municipality shall not utilize any other redevelopment powers within the urban enterprise zone unless the municipal governing body and planning board have also taken the actions and fulfilled the requirements prescribed in P.L.1992, c.79 (C.40A:12A-1 et al.) for determining that the area is in need of redevelopment or an area in need of rehabilitation and the municipal governing body has adopted a redevelopment plan ordinance including the area of the enterprise zone.

h. The designation of the delineated area is consistent with smart growth planning principles adopted pursuant to law or regulation.

Furthermore, Section 3 of the LRHL permits the inclusion of parcels that do not meet the criteria if they are necessary for the effective redevelopment of the area, stating:

"A redevelopment area may include lands, buildings, or improvements which of themselves are not detrimental to the public health, safety or welfare, but the inclusion of which is found necessary, with or without change in their condition, for the effective redevelopment of the area in which they are a part."

Study Area and Location

West Orange Township is located in central Essex County in the Watchung Mountains. Interstate 280 bisects the Township and is the main regional arterial roadway. Mt. Pleasant Avenue, which turns into Route 10, Northfield Avenue, and Eagle Rock Avenue are the major east-west thoroughfares through the Township and Pleasant Valley Way and Prospect Avenue are the major north-south thoroughfares.

The Study Area is located in the east-central portion of the Township near Interstate 280 and the municipal border with the City of Orange. The Study Area is a portion of Block 68, Lot 1 that contains the West Orange Free Public Library and its associated parking areas, along with a portion of the Municipal Plaza right-of-way. The property fronts on Mount Pleasant Avenue near the intersection with Main Street.

The immediately adjacent properties are developed with Town Hall, the Township Police Facility, and the John P. Renna Jr. House senior apartments. Other uses in the area along Mt. Pleasant Avenue and Main Street include a mix of offices, retail storefronts and other commercial uses, and residential dwellings. The Llewellyn Park neighborhood, Thomas Edison National Historical Park, and Main Street Redevelopment Area are located to the northeast of the property. The City of Orange is located just to the east of the Study Area.

The Study Area and the surrounding properties are in the Township's Central Business District in the OB-2 Office Buildings zone. The OB-2 zone permits single-family residential dwellings, government uses, golf courses, farms, nurseries, greenhouses, hospitals, and office buildings. Libraries are identified as conditional uses in the OB-2 zone, but the Township Ordinance does not contain conditions that are to be met.

West Orange Township Master Plan

The Township's most recent Master Plan Update was adopted in 2010, which included a reexamination report, sustainability plan, and updated plan elements. The following goals, objectives, and information from the planning documents are relevant for consideration in the context of the Central Business District and this investigation report.

2004 Master Plan Reexamination Goals and Objectives (Carried forward in the 2010 Reexamination Report)

- Encourage development, redevelopment, and rehabilitation of the Main Street Central Business District and the Downtown Redevelopment Area.

Assumptions, Policies and Standards – Status in 2010

- The Main Street – Valley Road Corridor should continue to be the focus of municipal efforts. The downtown area remains a priority for the Township in its planning efforts.

2010 Sustainability Plan

- The Sustainability Element Action Plan Principle C-2 states: "Assess and improve energy efficiency of existing municipal buildings".

2010 Land Use Element

- The existing and future land use for the Study Area are identified as Public Property.

2010 Community Facilities, Utilities, and Recycling Plan Element

- The Community Facilities Element discusses the library and the municipal parking lot on pages 85-88. The plan indicates that there had been an intention to relocate the library from its present location to a new facility in the Main Street Redevelopment Area. At the time of the 2010 Plan, the redevelopment project had not moved forward.
- On page 86, challenges associated with the library facility and operations are identified.
- On pages 87 and 88 potential upgrades to the municipal parking lot, including the portion associated with the library that is part of the Study Area, are discussed.

Evaluation of the Study Area for Conformity with Redevelopment Area Criteria

An analysis of the Study Area's existing land use, physical characteristics, history, operational needs, and other considerations was conducted using:

- West Orange Township Tax maps and GIS data
- Tax and ownership records for the Study Area property
- Aerial photos of the Study Area property
- West Orange Township Master Plan Reexamination and Updates 2010
- Field Inspections of the Study Area building interior and exterior, site, and surroundings
- Interviews with Township Engineer Leonard Lepore, PE, and West Orange Free Public Library Director David Cubie
- West Orange Building and Zoning Department Files
- West Orange Free Public Library Strategic Plan, 2016-2019
- West Orange Library Improvement Study, prepared by Aracari + Iovino (2015)
- Asbestos Survey and Sampling Report of the Library building, prepared by Garden State Environmental

The factors, which will be discussed in detail below, demonstrate that the study area may be designated as in need of redevelopment under criterion "d", which states:

> "Areas with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light and sanitary facilities, excessive land coverage, deleterious land use or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community."

Property and Building Description

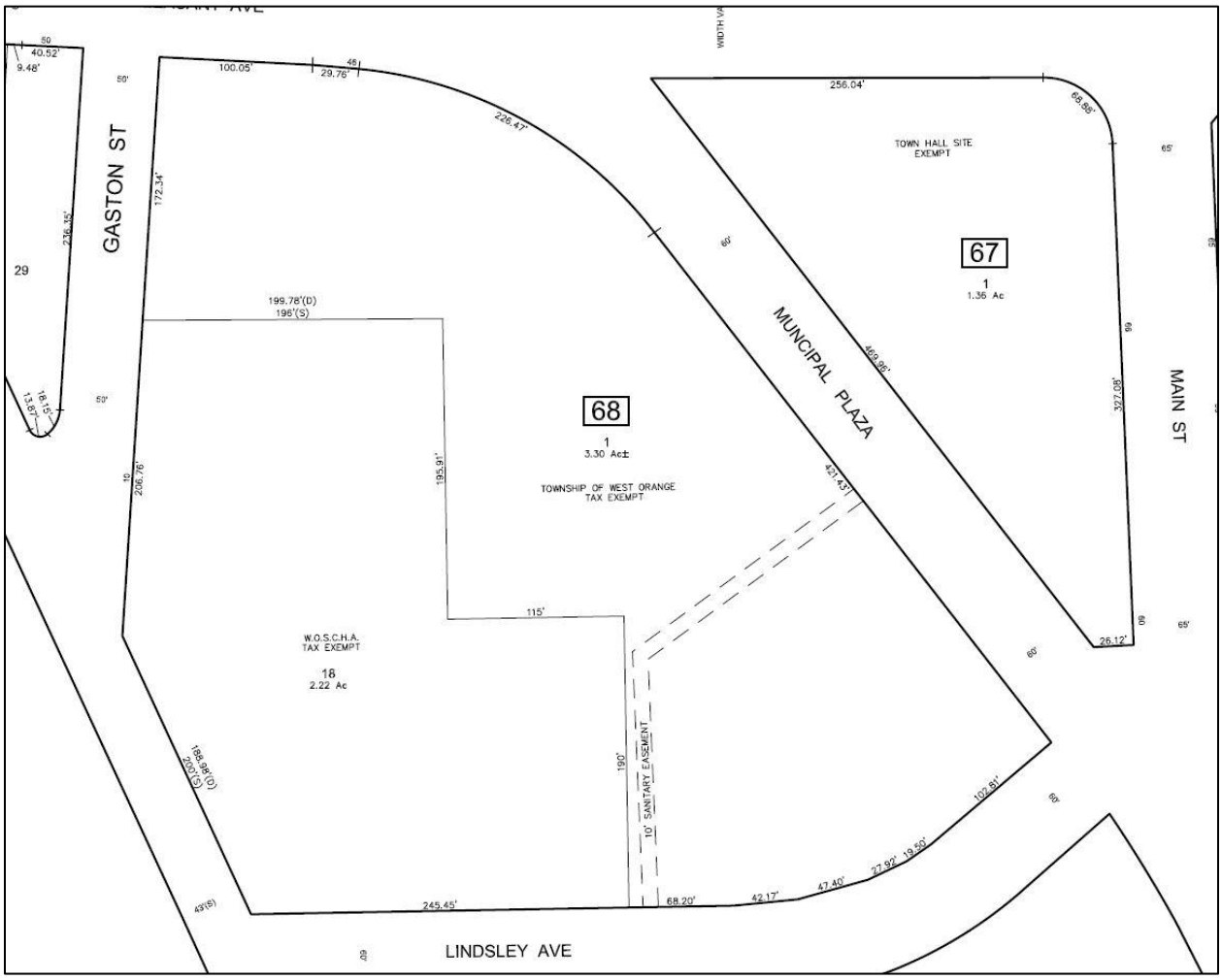
Tax Assessment Records - 2018							
Block	Lot	Address	Owner	Area (acres)	Land	Improvement	Total
68	1	Municipal Plaza	Township of West Orange	3.3177	$1,500,900	$2,902,500	$4,403,400

A portion of Block 68, Lot 1 and the Municipal Plaza right-of-way have been identified for study by the Township Council. The Study Area is commonly known as 46 Mount Pleasant Avenue and is developed with the Township Public Library and associated parking areas. The library is a two-story approximately 25,000 square foot building. The Area is characterized by topographical

change; there are two distinct elevations with a difference of approximately nineteen feet between the high point in the northwest corner of the Study Area and the low point in the southeast corner of the Study Area. The "upper" portion of the Study Area, located to the west is developed with 32 parking spaces and the older, original portion of the library, which dates to 1959. The lower portion of the Study Area is at grade with the remainder of the municipal complex, which is partially on the same lot and partially on adjacent Block 67, Lot 1.

Gaston Street Parking Lot "upper" portion

A public right-of-way, known as Municipal Plaza, cuts through the municipal complex, as shown on the Township Tax Map. This right-of-way has not been vacated by the Township, but it does not function as a public street. The Study Area is contiguous with the larger property that contains the Town Hall building (mainly on Block 67, Lot 1), and the library, police facility and court house (mainly on Block 68, Lot 1). The Study Area includes the portion of Municipal Plaza that cuts through the library building and which is currently being used for parking near the Edison Wing addition.



Area roughly coincident with the Municipal Plaza Right-of-Way. Note the edge of the library building, portion of the parking lot and Town Hall and Police building in the background.

The library building consists of two distinct sections. The original building was constructed in 1959. That section includes the "upper" portion with access to the Gaston Street parking lot and the main entrance oriented toward Mt. Pleasant Avenue, which is functionally the second level of the building, and a portion of the ground level. The "Edison Wing" was constructed as an addition in 1978-79. This includes an expansion of the second level main library stacks, reference, and study area, along with a small addition to the ground floor. The 1978-79 addition is supported by piers and extends over covered parking, book drop, and delivery areas that are located at the lower grade adjacent to the Mt. Pleasant Avenue driveway.

Mt. Pleasant Avenue entrance, 1959 building in foreground, Edison Wing 1978 addition to left

Building Entrance from Gaston Avenue Parking Lot, including ADA accessible parking spaces

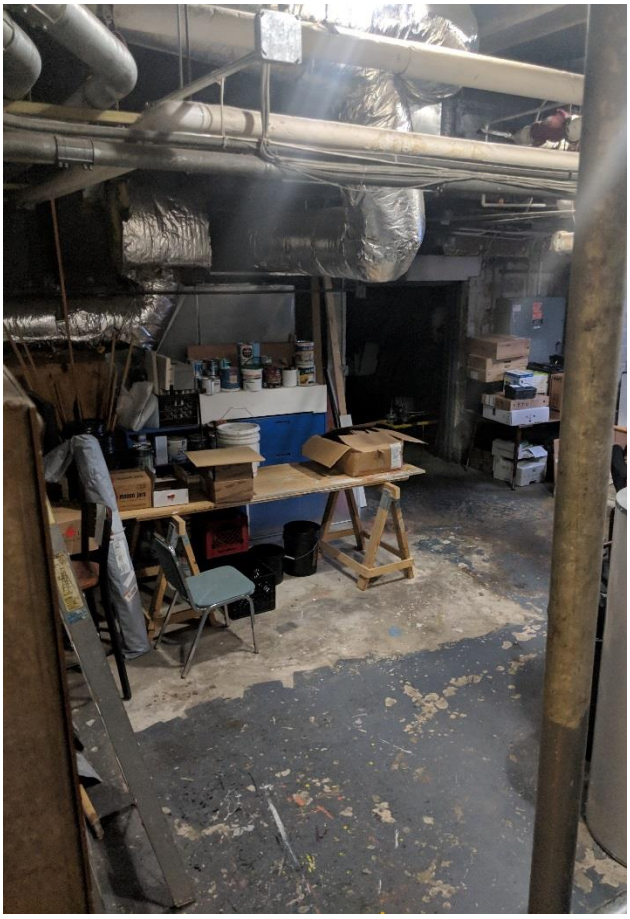
Original 1958 building (left) and Edison Wing addition (right)

Area below the Edison Wing

A narrow alley bound by a retaining wall runs along the south side of the library building and provides access to the employee parking area.

Employee parking area

The ground floor of the library contains the building's mechanical systems (boiler room, electrical panel, etc.), back-office functions including the technical services department, storage space, and a room that was recently cleared of older material and is now used periodically for certain meetings and programs. The ground floor meeting space is generally not open to the public because it does not have regular staff supervision. Direct access to the ground floor is possible from under the overhanging portion of the Edison Wing. These entrances are mainly service, delivery, and employee entrances.



Mechanical room, electrical panel in older portion of the ground floor

Ground level space available for meetings.

The second floor of the library, which is located at grade relative to the Gaston Avenue parking lot, contains the circulation desk, the reference desk, the children's room, a small teen area, the main library stacks, administrative offices, reading areas, computer stations, and the library's main meeting room. The following pictures show the main library space:

Circulation desk and main entrance in the background, library terminals and sitting areas.

"Teen Zone" a fairly limited portion of the library

Portion of the main stacks and sitting areas – note quiet study tables are not particularly private and the area is fairly crowded. Signs of damage to the ceiling tiles are visible as well.

Redevelopment Analysis

Criterion "d" of the LRHL states:

> "Areas with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light and sanitary facilities, excessive land coverage, deleterious land use or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community."

Merriam Webster Dictionary defines obsolescence as: "The process of becoming obsolete or the condition of being nearly obsolete", and obsolete as: "No longer in use or no longer useful" or "Of a kind or style no longer current".

The West Orange Free Public Library is actively providing services to Township residents, but the physical condition of the building, deficiency in its programmable space, and aging

infrastructure demonstrate that the facility is not up to current accepted standards. The library remains functional, but it requires substantial improvements in order to adequately serve its patrons. Therefore, as will be detailed in this section, there is substantial evidence to demonstrate that the library property exhibits faulty arrangement, obsolescence, and an obsolete layout which has a detrimental effect on the overall welfare of the community. Libraries function as community hubs that provide valuable services, education, and support. A library that is deficient impacts the general welfare, social well-being, and equity of the Township.

Physical Building Condition - West Orange Library Improvement Study

The original portion of the library building is sixty years old, and the addition is forty years old. Over the past several years, the Township has been in the process of assessing the library building and determining the extent to which improvements are needed. An architectural assessment of the building was prepared by Arcari + Iovino Architects, PC in October 2015. That assessment (attached as Appendix B) identified approximately $1.6 Million in improvements that would be needed to address physical building deficiencies, ADA access, electrical upgrades, fire detection, and other building systems and site issues.

Over the last several years, the Township has budgeted funds for capital improvements to the library. A portion of the money was spent to repair the exterior façade of the Edison Wing, which partially collapsed in early 2015, and for architectural and engineering services. The Township issued a request for proposals (RFP) for architectural services to prepare plans for many of the improvements outlined in the Arcari + Iovino building assessment. In June 2018, the firm of Herbst-Musciano was selected to prepare the architectural design, engineering, and construction contract administration tasks outlined in the RFP. The following significant items are included in the scope of work: roof replacement, barrier free subcode improvements to make the building ADA compliant, HVAC system upgrades, plumbing improvements, replacement of the main 600 AMP electrical panel and breakers, replacement of the fire alarm and detection system, replacement of floor and ceiling tiles, and asbestos abatement work. The total cost for the architectural services is approximately $74,000 (full RFP response included as Appendix C).

In addition to the building maintenance and repair work, asbestos containing materials (ACMs) have been identified in the library building. Materials were tested at different locations throughout the interior and exterior of the building. Floor tiles, roof materials, and ceiling tiles were all identified as ACMs. The results of the testing show that there are both friable and non-friable sources of asbestos containing materials in the building that will have to be remediated

as part of any renovation work (see appendix D for the testing summary). Asbestos is common in buildings of this vintage, but as long as the materials remain, there is a potential health risk associated with their presence, particularly the friable materials.

At this time, the scope of work for the architectural services is mostly completed, but the Township has not moved forward with seeking bids for construction in order to allow for consideration of the redevelopment process. As part of the process of exploring other alternatives, the Township adopted a resolution on January 8, 2019 authorizing the firm of Arcari + Iovino to prepare a conceptual plan for the relocation of the library to the building at 10 Rooney Circle.

In total, the library building requires a substantial amount of work to improve existing deficiencies and address the asbestos abatement. These proposed improvements do not address the functional obsolescence of the library space and do not expand the usable area of the building in a meaningful way. The following sections discuss the function of modern libraries and the ways in which the West Orange Library is deficient.

Function of Modern Libraries

The Information Policy and Access Center (IPAC) *2014 Digital Inclusion Survey*, released October 1, 2015, provides an overview of the function of libraries and how they have transformed in an increasingly digital modern world. As part of this change, libraries serve an essential role with offering digital services to people that cannot access them elsewhere. "Digital inclusion ensures that members of a community:

- Understand the benefits of advanced information and communication technologies;
- Have equitable and affordable access to high-speed internet-connected devices and online content; and
- Can take advantage of the educational, economic, and social opportunities that are facilitated by these technologies."

Per the report, modern libraries offer educational programs, access to technology including tablets, e-readers, and 3-D printers or maker spaces, digital literacy training, health related programing, and a myriad of other services in addition to its traditional functions. One of the report's conclusions about a library's ability to offer a wide variety of programs to its patrons is: "A library's ability to provide these services is closely related to the quality of its infrastructure". Furthermore, "Survey analysis further suggests that libraries are significantly more likely to offer certain types of services to patrons, including new and emerging technology activities, if their buildings have been constructed or renovated within the last five years." Finally, the report

concludes that "the impact of the library building – size and age – is notable. Smaller and older libraries tend to offer fewer services, resources, formal training, and programs that lead to more digitally inclusive communities".[1]

Modern library offerings promote equity through digital inclusion. As the Digital Inclusion Survey states, the provision of these services depends on high quality infrastructure and an updated modern space. In the case of the West Orange Library, the faulty arrangement, obsolete layout, and functional obsolescence of building systems and equipment hinder the facility's ability to provide these services. Without substantial upgrades or reconfiguration, the physical constraints of the building prevent the library from offering the full range of modern tools and programs that promote digital inclusion and provide the services that modern libraries seek to offer the communities they serve.

Library Benchmarks

The Institute of Museum and Library Services (IMLS) is a federal organization whose mission is "to advance, support, and empower America's museums, libraries, and related organizations through grant-making, research, and policy development."[2] One of the functions of IMLS is to conduct an annual survey that examine the nation's public libraries. The survey looks at indicators of library use, financial health, staffing, and resources. The survey is a comprehensive resource that libraries can use to compare themselves to their peers, set performance benchmarks, and target improvements. One of the features of the Public Libraries Survey is that it provides a comparison to other libraries that are a similar size or have similar characteristics (see Appendix E). Based on the following metrics, the West Orange Free Public Library does not rank well among libraries with similar characteristics:

	Hours	Visits	References	Users	Circulation	Interlibrary Loans To	Programs	Computers
West Orange	3,120	153,015	12,881	33,776	250,353	16,520	320	32
Mean	5,794	209,203	29,579	28,243	300,513	8,947	731	48
Quartile Rank	Lower Mid	Lower Mid	Lower Mid	Upper Mid	Lower Mid	Top	Bottom	Lower Mid

The takeaway from these statistics is that relative to its peers, the West Orange Free Public Library has a high number of users, but offers a low number of hours, programs, computers, and materials. The library does not rank well on a number of the metrics that IMLS evaluates in its survey. The particular areas of concern, relative to the discussion in the Digital Inclusion Survey, is

[1] Bertot, J.C., Real, B., Lee, J., McDermott, A.J., & Jaeger, P.T. (2015). 2014 Digital Inclusion Survey: Findings and Results. College Park, MD: Information Policy & Access Center, University of Maryland College Park. Available at http://digitalinclusion.umd.edu/
[2] https://www.imls.gov/about/mission

that the library is poorly ranked in the number of programs that are offered and the number of computers available. These low rankings speak to the issue of obsolescence and concerns about their impact on the provision of essential community services.

The current library has physical constraints that speak to its faulty arrangement and obsolete layout, and which limit the options to meaningfully expand the library's programming. The main library floor has one small meeting room and an undersized teen area. The ground floor meeting room, which has recently been converted from storage space, is not well positioned to host regular programs due to its distance from staff and physical separation from the main public portion of the library. The age of the building and its infrastructure, as demonstrated by the needed electrical improvements, limit the library's ability to provide additional computers, charging stations, and other multi-media offerings. As a result, the library is not well positioned to provide service to the community that is up to the benchmark standard of modern libraries. This represents a detriment to the Township and the library's patrons.

The West Orange Public Library Strategic Plan 2016-2019

The library's 2016-2019 Strategic Plan was the result of a planning process that took place in 2015. The planning process included focus groups, one-on-one interviews with community leaders, input from a Strategic Planning Committee, a survey of residents that received 417 responses, and the assistance of an outside consultant team. The Plan includes the library's mission, vision, core values, and six "service responses" that are meant to guide improvements and investments. These six goals are to "celebrate diversity", "connect to the online world", "create young readers", "stimulate imagination and satisfy curiosity", "understand how to find, evaluate, and use information", and "visit a comfortable space". For purposes of this report, the goals dealing with physical improvements are most relevant.

Some of the improvements suggested by survey respondents include: better lighting, better first impression when entering the building, more comfortable seating, more convenient parking, larger more inviting space for teens, quiet study areas, and self-checkout stations. Some residents indicated that they use other libraries because "other communities offer facilities that are more inviting than West Orange". Nearly a quarter of the survey respondents felt that the "entire building needed to be modernized or significantly refreshed".

The discussion of the facility in the Plan indicates that the library space is not sufficient to provide for the new demands, which include additional programming space, meeting rooms, training classes, upgrades to electric and technology needs including charging stations, adequate seating, and an overall modernization of the main floor. The survey speaks directly to the needs

of the community and the deficiencies of the library space that render it unable to address those needs. As reiterated throughout this report, the physical deficiencies of the building, the cost of the improvements, and the layout of the space all hinder the library's ability to adequately serve the community.

Conclusion

The West Orange library building is an outdated facility that is not able to provide for all of its patrons' needs and does not rank well among its peers. Industry benchmarks place the facility in the lower portion of its cohort, and a review of modern library needs demonstrates that the building is lacking. The physical shortcomings pointed out in the library's Strategic Plan and further defined in the Facility Assessment report and subsequent architectural work demonstrate that substantial upgrades are needed to bring the building up to modern standards. Aside from the proposed upgrades, the library is lacking in additional space to provide the suite of programs, meeting rooms, quiet study areas, and other diverse offerings that its patrons require.

The Study Area can be designated as an area in need of redevelopment pursuant criterion "d" of the LRHL. The library facility exhibits a faulty arrangement, obsolete layout, and obsolescence, which are supported by substantial evidence outlined in this report. The Arcari + Iovino Library Assessment and Garden State Environmental Asbestos Survey and Sampling Report demonstrate that there are numerous physical deficiencies in the building: the mechanical and electrical systems are outdated, there are structural and finish issues, ADA accessibility deficiencies, fire suppression system issues, and asbestos abatement is necessary.

The Library's Strategic Plan and an interview with Library Director David Cubie reinforced the issues associated with the library's layout and arrangement beyond the list of improvements cited in the architectural and environmental reports. The main body of the library does not offer enough seating, lacks quiet study rooms, has an undersized teen section, and does not have enough outlets or charging stations to meet demand. The library also has limited space in which to offer programs. The desire for more programing is well documented, and is reinforced by broader industry trends. Programs provide education, training, exposure to arts, counseling, and a general sense of community, which are a benefit to the public. The Township is unable to adequately provide these services due to the physical limitations and condition of the library.

The obsolescence of the library building is detrimental to the welfare of the Township because it inhibits the provision of essential services that promote equity, education, and a sense of community. The previously cited studies relate the importance of libraries in the digital age and how modern libraries provide essential services to the community, particularly lower-income

residents. Libraries are places that are accessible to all members of the community and offer a place to work, study, learn, pursue training, participate in programs and performances, apply for jobs, access technology, and more. Older libraries that were built before the digital age when the primary focus was on maintaining a large volume of printed materials are not well suited to adapt to modern needs.

The age of the library and its physical deficiencies provide evidence of obsolescence, faulty arrangement and design, and an obsolete layout. These conditions, as supported by the evidence in this report satisfy the first prong of criterion "d". The second prong of criterion "d" requires that there be a detriment to the welfare of the community. As shown in this report, libraries provide a critical public service that has evolved in the digital age. Successful modern libraries are hubs of technology and learning that offer programs and services that go beyond serving as a repository of media. The wishes of the community of library users in West Orange reflect these broader trends and indicate a dissatisfaction with the state of the library as it exists. The physical limitations of the library prevent it from offering the programs, technology, and function that the community desires.

Therefore, there is a clear connection between the obsolescence, faulty arrangement and design, and obsolete layout of the library with its inability to adequately serve the needs to the community, which represents a detriment to the public welfare.

APPENDICES

APPENDIX A: Township of West Orange Council Resolutions

APPENDIX B: Arcari + Iovino Library Assessment

APPENDIX C: West Orange Township RFP Architectural, Mechanical, Electrical, Plumbing, Design Services West Orange Public Library and Response from Herbst Musciano, LLC

APPENDIX D: Garden State Environmental Asbestos Survey and Sampling Report

APPENDIX E: IMLS Library Search & Compare – West Orange Free Public Library

APPENDIX F: West Orange Library Strategic Plan 2016-2019

APPENDIX A: Township of West Orange Council Resolution

266-18
November 27, 2018

RESOLUTION

A Resolution Authorizing the Planning Board to Undertake a Preliminary Investigation to Determine Whether Block 68, Lot 1Qualifies for Designation as a Non-Condemnation Area in Need of Redevelopment Pursuant to N.J.S.A. 40A:12A-1 et. seq.

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A.* 40A:12A-1 et seq., provides a mechanism to empower and assist local governments in efforts to promote programs of redevelopment; and

WHEREAS, the Township of West Orange (the "Township") desires to explore whether the real property located at 46 Mt. Pleasant Avenue, West Orange, New Jersey and more commonly known as Block 68, Lot 1 on the Township of West Orange Tax Map, inclusive of any and all streets, "paper" streets, private drives and right of ways (the "Study Area") may be an appropriate area for consideration for redevelopment; and

WHEREAS, the Local Redevelopment and Housing Law sets forth a specific procedure for establishing an area in need of redevelopment; and

WHEREAS, pursuant to *N.J.S.A*. 40A:12A-6, prior to the Township making a determination as to whether the Study Area qualifies as an area in need of redevelopment, the Township Council must authorize the Planning Board, by resolution, to undertake a preliminary investigation to determine whether the Study Area meets the criteria of an area in need of redevelopment set forth in *N.J.S.A*. 40A:12A-5; and

WHEREAS, the Township Council wishes to direct the Township of West Orange Planning Board to undertake such preliminary investigation to determine whether the Study Area meets the criteria for designation as an area in need of redevelopment pursuant to *N.J.S.A*. 40A:12A-5 and in accordance with the investigation and hearing process set forth at *N.J.S.A*. 40A:12A-6; and

WHEREAS, the Township Council hereby states that any redevelopment area determination shall authorize the municipality to use all those powers provided by the Local

Redevelopment and Housing Law for use in a redevelopment area, except the use of eminent domain (hereinafter referred to as a "Non-Condemnation Redevelopment Area"); and

WHEREAS, the notice of any hearing to be conducted by the Township of West Orange Planning Board with regards to this Resolution shall specifically state that a Non-Condemnation Redevelopment Area determination shall not authorize the municipality to exercise the power of eminent domain to acquire any property in the Study Area.

NOW, THEREFORE, BE IT RESOLVED that the Township Council hereby directs the West Orange Township Planning Board to conduct the necessary investigation and to hold a public hearing to determine whether the Study Area defined hereinabove qualifies for designation as an area in need of redevelopment under the criteria and pursuant to the public hearing process set forth in *N.J.S.A*. 40A:12A-1, *et seq.*; and

BE IT FURTHER RESOLVED that the redevelopment area determination shall further authorize the municipality to use all those powers provided by the New Jersey Legislature for use in a redevelopment area.

BE IT FURTHER RESOLVED that the Township Council hereby states that any Non-Condemnation Redevelopment Area determination shall authorize the municipality to use all those powers provided by the Local Redevelopment and Housing Law for use in a redevelopment area, except the use of eminent domain.

BE IT FURTHER RESOLVED that the notice of any hearing to be conducted by the Township of West Orange Planning Board with regards to this Resolution shall specifically state that a Non-Condemnation Redevelopment Area determination shall not authorize the municipality to exercise the power of eminent domain to acquire any property in the Study Area.

BE IT FURTHER RESOLVED that the Planning Board shall submit its findings and recommendations to the Township Council in the form of a Resolution with supportive documentation.

BE IT FURTHER RESOLVED that if the Township Council designates the Study Area as an area in need of redevelopment it hereby authorizes the Planning Board to prepare a redevelopment plan which shall be subject to the review and approval of the Township Council

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Township Clerk, Chief Financial Officer and Township Planning Board and Planning Board Secretary.

RESOLVED, that a copy of this Resolution shall be made available in the Clerk's office in accordance with applicable law.

Karen J. Carnevale, R.M.C. **Municipal Clerk**	**Susan McCartney** **Council President**

Adopted: November 27, 2018

4833-6402-1068, v. 1

12-19
January 8, 2019

RESOLUTION

An Amended Resolution Authorizing the Planning Board to Undertake a Preliminary Investigation to Determine Whether a Portion of Block 68, Lot 1Qualifies for Designation as a Non-Condemnation Area in Need of Redevelopment Pursuant to N.J.S.A. 40A:12A-1 et. seq.

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A.* 40A:12A-1 et seq., provides a mechanism to empower and assist local governments in efforts to promote programs of redevelopment; and

WHEREAS, on November 27, 2018, the Township Council adopted Resolution 266-18 which authorized the Township of West Orange Planning Board to undertaking a preliminary investigation as to whether the entire property at Block 68, Lot 1 meets the criteria of an area in need of redevelopment (the "Original Resolution"); and

WHEREAS, the Original Resolution included the entire property on Block 68, Lot 1 which includes the West Orange Police Department headquarters and other property that was not intended to be included in the Study Area; and

WHEREAS, the section of Block 68, Lot 1 highlighted on the map annexed hereto as Exhibit **"A"** is specifically designated for inclusion in the study area; and

WHEREAS, the Township of West Orange (the "Township") desires to explore whether the real property located at 46 Mt. Pleasant Avenue, West Orange, New Jersey depicted in Exhibit **"A,"** which is part of the property more commonly known as Block 68, Lot 1 on the Township of West Orange Tax Map, inclusive of any and all streets, "paper" streets, private drives and right of ways (the "Amended Study Area") may be an appropriate area for consideration for redevelopment; and

WHEREAS, the Township seeks to amend and replace Resolution 266-18 to specify the Study Area as depicted in the highlighted section of the map annexed hereto as Exhibit **"A;"**

WHEREAS, the Local Redevelopment and Housing Law sets forth a specific procedure for establishing an area in need of redevelopment; and

WHEREAS, pursuant to *N.J.S.A*. 40A:12A-6, prior to the Township making a determination as to whether the Study Area qualifies as an area in need of redevelopment, the Township Council must authorize the Planning Board, by resolution, to undertake a preliminary investigation to determine whether the Study Area meets the criteria of an area in need of redevelopment set forth in *N.J.S.A*. 40A:12A-5; and

WHEREAS, the Township Council wishes to direct the Township of West Orange Planning Board to undertake such preliminary investigation to determine whether the Study Area meets the criteria for designation as an area in need of redevelopment pursuant to *N.J.S.A*. 40A:12A-5 and in accordance with the investigation and hearing process set forth at *N.J.S.A*. 40A:12A-6; and

WHEREAS, the Township Council hereby states that any redevelopment area determination shall authorize the municipality to use all those powers provided by the Local Redevelopment and Housing Law for use in a redevelopment area, except the use of eminent domain (hereinafter referred to as a "Non-Condemnation Redevelopment Area"); and

WHEREAS, the notice of any hearing to be conducted by the Township of West Orange Planning Board with regards to this Resolution shall specifically state that a Non-Condemnation Redevelopment Area determination shall not authorize the municipality to exercise the power of eminent domain to acquire any property in the Study Area.

NOW, THEREFORE, BE IT RESOLVED that the Township Council hereby directs the West Orange Township Planning Board to conduct the necessary investigation and to hold a public hearing to determine whether the Study Area defined hereinabove qualifies for designation as an area in need of redevelopment under the criteria and pursuant to the public hearing process set forth in *N.J.S.A*. 40A:12A-1, *et seq.*; and

BE IT FURTHER RESOLVED that the redevelopment area determination shall further authorize the municipality to use all those powers provided by the New Jersey Legislature for use in a redevelopment area.

BE IT FURTHER RESOLVED that the Township Council hereby states that any Non-Condemnation Redevelopment Area determination shall authorize the municipality to use all those powers provided by the Local Redevelopment and Housing Law for use in a redevelopment area, except the use of eminent domain.

BE IT FURTHER RESOLVED that the notice of any hearing to be conducted by the Township of West Orange Planning Board with regards to this Resolution shall specifically state that a Non-Condemnation Redevelopment Area determination shall not authorize the municipality to exercise the power of eminent domain to acquire any property in the Study Area.

BE IT FURTHER RESOLVED that the Planning Board shall submit its findings and recommendations to the Township Council in the form of a Resolution with supportive documentation.

BE IT FURTHER RESOLVED that if the Township Council designates the Study Area as an area in need of redevelopment it hereby authorizes the Planning Board to prepare a redevelopment plan which shall be subject to the review and approval of the Township Council

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Township Clerk, Chief Financial Officer and Township Planning Board and Planning Board Secretary.

RESOLVED, that a copy of this Resolution shall be made available in the Clerk's office in accordance with applicable law.

Karen J. Carnevale, R.M.C. **Municipal Clerk**	**Jerry Guarino** **Council President**

Adopted: January 8, 2019

4830-4348-5314, v. 1

Exhibit “**A**”

46 Mt. Pleasant Avenue (Portion of Block 68, Lot 1 and portion of Municipal Plaza Right-of-Way)
Area in Need of Redevelopment Investigation
West Orange, NJ

Source: NJOGIS, NJGIN, NJDEP, NJDOT

N

0 25 50 Feet

APPENDIX B: Arcari + Iovino Library Assessment

West Orange Library

Improvement Study_ 10.22.2015 Issued for Client Review

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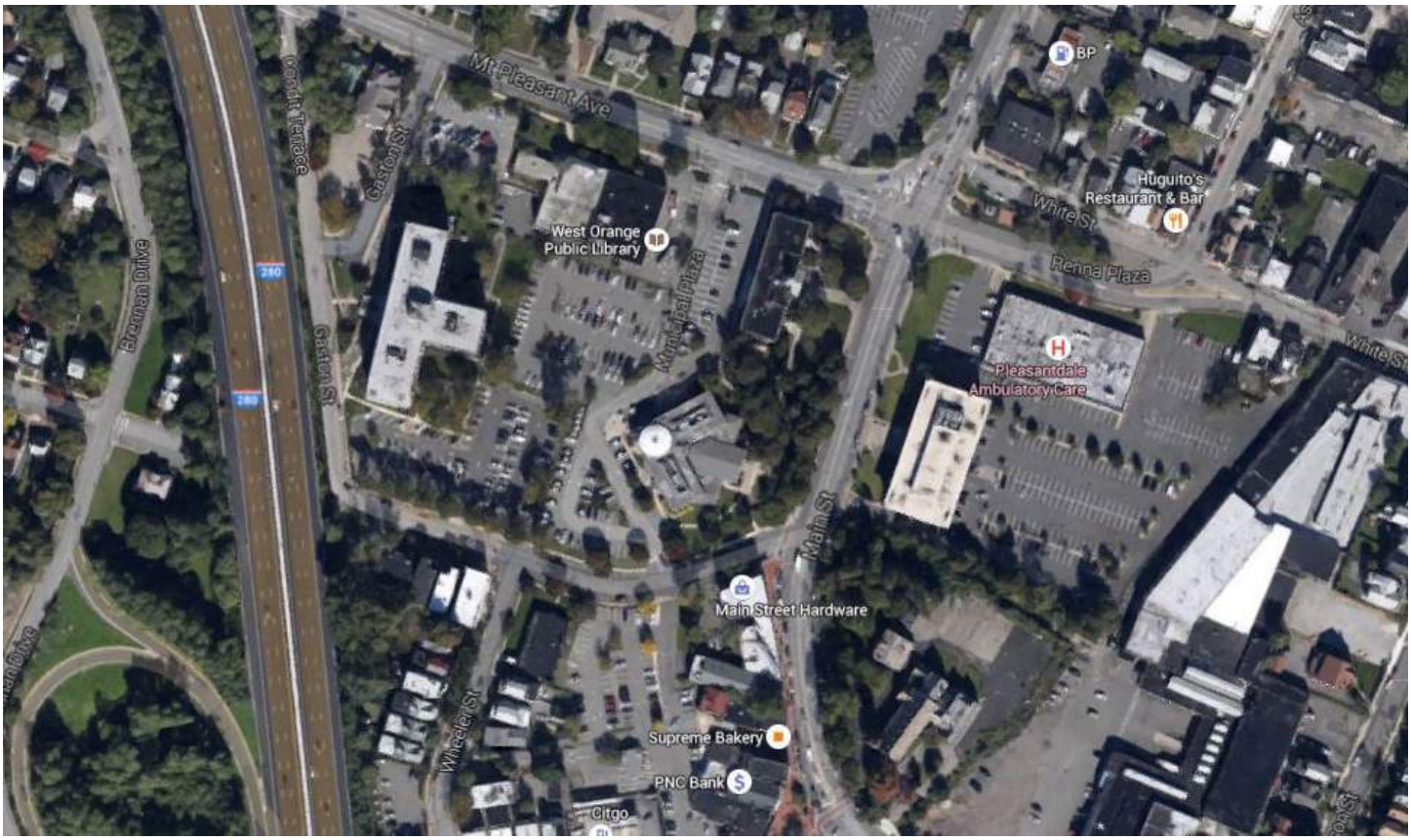
arcari + iovino

ARCHITECTS PC



1_Executive Summary
- Project Approach
- Purpose of Study
- Project Team

2_Building Description
- Fact Sheet
- Floor Plans

3_Findings Report
- Introduction
- Matrix
- Architectural Summary
- Engineering Summary
- Reference Images

4_ADA Checklist

Executive Summary

The Purpose of this study is to identify necessary library building improvements over the next five years. Our team, consisting of Arcari + Iovino Architects and Omdex Engineering, was engaged to perform the study. The report consists of this executive summary, a description, plan graphics, photo documentation of the existing building, a findings report including a matrix summarizing the improvements, an architectural summary, an engineering summary, and an Americans with Disabilities Act (ADA) survey for existing buildings.

The key items of the document are the Findings Report and Improvement Matrix, which succinctly identify the improvements along with their associated cost, category and recommended year of implementation. These improvements can range from carpet replacement to mechanical equipment repairs. The costs listed are preliminary in nature and can be used for budgetary purposes based on today's dollars. The improvement categories are broken down into Safety, Security, Accessibility, Energy and General.

Based on the conditions found and the importance of the improvement, we then identify the year within the five-year window when the improvement might occur. The findings represent our professional opinion but ultimately, as the building Owner, the Library/ Municipality must make the decision as to the improvements undertaken and their priority.

Project Approach

The team began the investigation of the existing building by collecting existing blueprints of floor plans. With the plans in hand we visited the building to observe the conditions and to interview the director and support staff. Their firsthand knowledge of the recent repairs and current problems was a valuable resource for our findings. After our discussion we then walked the building and the exterior grounds.

We recorded our observations and took representative photographs as needed to document the future work areas. The architect also walked the building and site to identify Americans with Disabilities Act (ADA) compliance issues relative to 'existing buildings guidelines'; A checklist of the ADA observations is included in the report.

Purpose of Improvement Study

Library services are important to the community. A safe, healthy and energy efficient environment is essential for providing those library services. The purpose of this study is to identify the Library's needed improvements over the next five years.

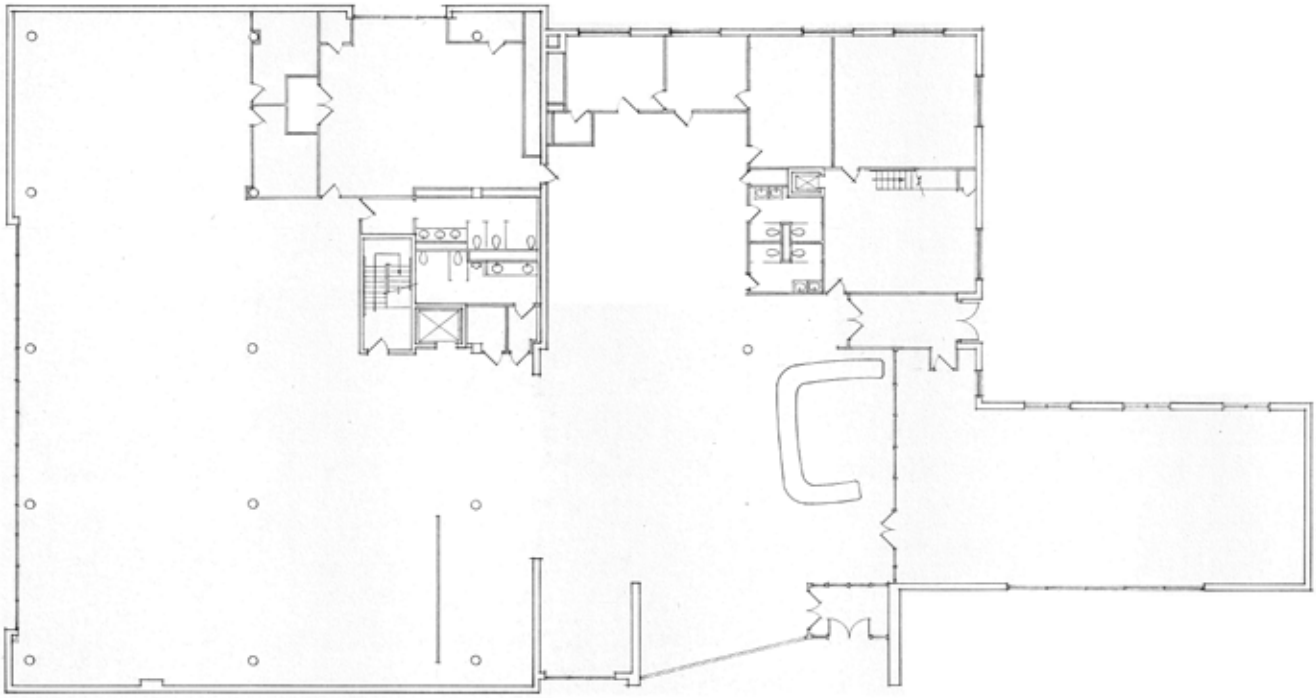
Quantifying these improvements and their values will help the Library Board properly plan the financing and scheduling of these projects.

Project Team

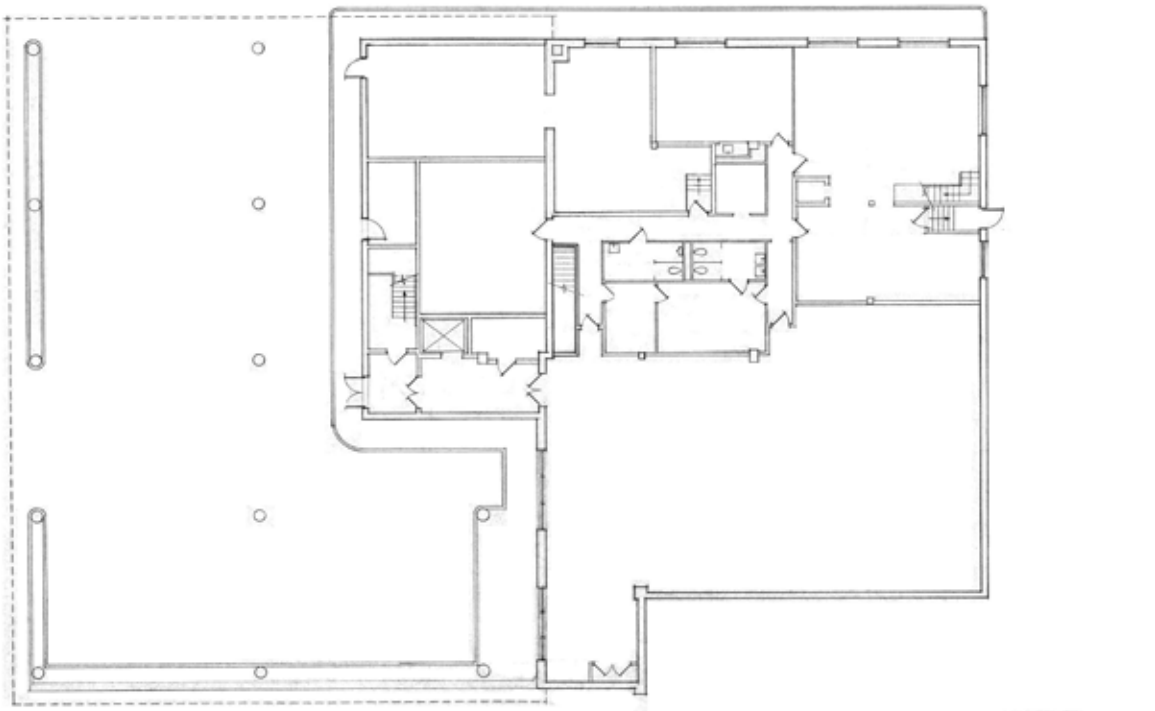
The project team consists of Arcari + Iovino Architects, who were engaged to perform the study, as well as Omdex Engineering, a consultant of the architects. Both firms have worked together over the years on public library and municipal projects. The team leaders for this project are Anthony Iovino, AIA, PP and Brian W. Pasechnick , PE.

Arcari + Iovino Architects has completed hundreds of public library projects throughout New Jersey including design studies, needs assessments, renovations and new buildings. They are well versed in current library trends, applicable Building Codes, American with Disabilities Act (ADA) guidelines, and good construction practice.

Date of Original Building:	1959
Date of Addition:	1978
Size of Building:	22,400
Number of Stories:	2
Construction Type/ General Materials:	NON-COMBUSTIBLE



SECOND LEVEL PLAN



GROUND LEVEL PLAN

Introduction

Within the Findings Report we have broken up our assessment into five categories: Safety, Security, ADA, Energy, and General. Safety recommendations consist of eliminating existing hazards that may cause bodily harm such as tripping hazards. In terms of security, these items pertain to protecting the contents of the building from theft and/ or damage. Safety and Security recommendations usually are priorities, needing immediate attention, unless they deal with upgrading of systems. ADA recommendations are issues relevant to the Americans with Disabilities Act of 1990 and are usually a priority to address. Energy recommendations are based on the age and condition of the building systems and whether they are functioning efficiently or need upgrades. These systems may include HVAC, plumbing, electrical/ lighting, and fire alarms. General recommendations identify needed planned improvements dealing with library services and building aesthetics; This category may also include improvements that do not fall into the other categories.

5-YEAR IMPROVEMENT PLAN

ITEM	PHOTO #	LOCATION	SAFETY	SECURITY	ADA	ENERGY	GENERAL	IMPROVEMENT YEAR AND VALUE					ITEM TOTAL
								year 1	year 2	year 3	year 4	year 5	
Brick façade replacement at 1978 addition	A1/A2	exterior	X			X	X	$350,000					$350,000
Roof replacement and new coping at original building	A3/A4/A5	exterior					X			$297,500			$297,500
Chimney cap stone replacement and flashing	A6/A7	exterior					X	$15,000					$15,000
Trim trees overhanging the roof	A8/A9	exterior					X	$1,500					$1,500
Exterior hollow metal door painting	A10	exterior					X	$1,500					$1,500
Replace Mt. Pleasant Ave. entrance area soffits and lighting	A11/A12	exterior					X				$20,000		$20,000
Gaston Street parking lot-mill and repave, restripe, proper ADA signs and layout	A13/A14/A15	exterior	X		X		X				$60,000		$60,000
Side driveway and staff parking lot - seal coat and restripe	A16	exterior					X				$25,000		$25,000
Replace entrance exterior and vestibule doors (4 pairs)	A17/A18	exterior					X					$60,000	$60,000
Replace ceiling tiles at upper level adults area	A19/A20	upper level					X			$30,000			$30,000
Test flooring tiles and replace/cover at lower level storage/stack area	A21/A22	lower level	X				X		$35,000				$35,000
Replace ceiling at lower level storage/stack area	A23/A24	lower level					X			$35,000			$35,000
Paint walls and replace wall base at lower level storage/stack area	A5/A6	lower level					X				$25,000		$25,000
New kitchen counter, sink and appliances	A27	lower level			X	X	X		$8,500				$8,500
Modify public restrooms for ADA compliance	A28/A29/A30	upper level			X			$60,000					$60,000
New plumbing fixtures and accessories at all other restrooms	A31	throughout				X	X		$50,000				$50,000
Replace door knobs with lever handles	A32	throughout			X			$22,500					$22,500
Tripping hazard and ADA issue at entrance walk-off mat pockets - replace mats	A33	entrance door areas	X		X			$2,000					$2,000
Elevator signs at door jambs		both levels			X			$500					$500
Replace 4 rooftop HVAC units	E2	roof				X			$150,000				$150,000
New automatic temperature controls	E1	lower level				X			$50,000				$50,000
Replace non-working staff bathroom fan		roof				X		$5,000					$5,000
Replace non-working public bathroom fan		roof				X		$5,000					$5,000
Replace PRV (pressure reducing valve)	E3/E4	lower level					X	$2,500					$2,500
Replace water heater	E1	lower level				X			$4,500				$4,500
Replace 600 amp switch board with new panel	E9/E10	lower level	X				X	$7,500					$7,500
Replace lighting with new LED fixtures	E11/E12	throughout				X	X			$150,000			$150,000
Replace fire alarm and detection system	E13/E14	throughout	X					$50,000					$50,000
			Year Sub-Total					$523,000	$298,000	$512,500	$130,000	$60,000	$1,523,500
			Professional Fees					$52,300	$29,800	$51,250	$13,000	$6,000	$152,350
			Year Total					$575,300	$327,800	$563,750	$143,000	$66,000	$1,675,850

NOTES:

1. Projected values reflect 2015 dollars and do not represent inflation or escalation due to market conditions.
2. Professional fees are estimated at 10% value of the job and may be subject to change due to job specifics and job groupings.

Architectural Summary

Site and Exterior Assessment

This portion of the assessment focuses upon the building's exterior elements and the property surrounding the library. In order to assess these areas, we walked the site as well as the roof to make observations of the conditions. Photographs of key areas are contained in this booklet for reference.

The most obvious issue to contend with is the brick façade failure at the 1978 addition. At the time of this writing the municipality had apparently contracted with a professional to design a replacement / repair of the façade. A new exterior cladding system of a thin-brick veneer or other lighter weight system is expected to be installed. The cost information shown on our matrix is derived from the apparent estimate of that project.

The building has two distinct areas of roofing which reflect the footprint of the original building and that of the addition. The addition's roof apparently had been replaced at the year 2000 per a capital improvement list we were issued. This roof appears to be in fair to good condition. Throughout the building interior below this section there are stained ceiling tiles that hint at previous leaks. When speaking with staff, these stains appear to be from former leaks that have been addressed.

There was no record or anecdotal evidence that the original building roof area (approx. 8,500sf) had been replaced in recent years. It is likely that the roof of the original building requires replacement. When replacing a roof, the Code dictates that there can only be two layers of roofing due to the concern of weight. We would anticipate that the replacement of this ballasted roof would be removed and replaced with new. As well a portion of the original building has a standing seam roof system that has obvious damage. This section, located over the street entrance, is in need of replacement.

The chimney at the south wall, where the original and addition structures meet, is in need of repair. Its cap stone is cracked and the roof flashing at the base of the chimney has openings in need of repair. As well the trees that overhang the roof should be trimmed to minimize leaves which collect on the roof and can block drains.

The windows and service doors appear to be in fair to good condition and can remain but the hollow metal service doors and frames require painting for protection. The main public entrance and vestibule doors appear to be original to the 1959 building and are in need of replacement. The entrance area and window wall along Mt. Pleasant Avenue has a painted soffit that requires repair or replacement. As well, new lighting should be installed at this soffit.

The parking lot along Gaston Street (approx. 11,400sf) serves the public and contains 32 spaces. This lot is in need of milling and a new top coat. The lot has numerous patches and surface deterioration. The parking space striping is faded and the assigned ADA/Barrier-Free parking spaces are improperly sized. The staff parking lot (approx. 4,600sf) has 9 spaces and is accessed via a driveway at the side of the building. The drive and the lot both require a seal coat to protect its condition and restriping afterwards. The parking area at the rear of the library is in good condition and is maintained by the municipality.

The sidewalks leading to the Mt. Pleasant Avenue public entrance are in good condition. The walk leading from the public parking area to the entrance doors serves as the Barrier-Free entrance and is in good condition. This report does not address the public sidewalks at the streets.

Building Assessment

The intent of the building assessment is to identify the deficiencies at the interior of the library building. The West Orange Library was originally constructed in 1959 as a two-story building. In 1978 it was added onto at both levels with the upper level extending over the lower to maintain parking. The building sits on a sloped site whereas the upper and lower levels both meet grade at their entrance points. The library is arranged with public spaces at the upper level and private/service spaces at the lower level.

As you enter the upper level, the entrance lobbies both have a walk-off mat set in a recessed pocket to catch snow and debris from shoes. These mats were replaced with a thin carpet that exposes the edge of the pocket. This edge is about 5/8 inch tall and poses a tripping hazard and is non-compliant with the ADA. A new mat of sufficient thickness should be installed to minimize the exposed edge.

Overall, the upper level is in good condition. As of this writing the library is considering a rearrangement of furniture and book stacks in response to changing library services. Improved lighting levels, as noted in the engineer's report, and this new arrangement of furniture would improve the feel of the open public space.
Throughout the Adult's Area the ceiling tiles are stained from former roof leaks and HVAC condensation issues. The entire ceiling of the Adult's Area, including the circulation desk zone, should be changed with new tiles. The suspension grid appears to be good condition and can remain.

Within the Children's Area the carpet is in need of replacement and is currently planned to be replaced thus it is not included in the cost matrix. The ceiling in the Children's Area also has some staining from active roof leaking. Those tiles can be replaced locally since they are limited in area.

The lower level contains mechanical/electrical rooms, storage spaces, book stacks, and staff offices. Except for the mechanical/electrical rooms, these spaces were constructed in 1959 and most contain the original finish materials. The staff offices have been carpeted and upgraded at some point years ago and appear in good condition. The book stacks, corridors, locker rooms and restrooms all are in poor condition and in need of upgrades.

The book stacks and corridors have 9 inch floor tile which are potentially asbestos containing and should be tested given the age of the building. The ceilings throughout most of the lower level are comprised of 12 inch concealed spline tiles and are damaged in numerous areas. The lighting is very old and has missing lens covers and non-working fixtures. Walls throughout these areas are in need of patching, painting, and new wall base.

The staff lounge contains an original 'Dwyer' unit kitchen which is in need of replacement. A new counter, sink and refrigerator are necessary. The restrooms at the lower level are dated and in need of new fixtures for water conservation and general functionality. If the upper level public restrooms are made to be Barrier-Free then these rooms would only need to comply with the Code in as much as is readily achievable since there is an elevator and those rooms are only 1 floor above. Thus, any new fixtures, accessories, and modification should conform where possible.

ADA Assessment

The purpose of the ADA compliance review is to identify the general level of barrier-free access at the library and grounds. The ADA sets forth four priorities when evaluating the accessibility in buildings. These are as follows:
Priority 1: Accessible entrance into the facility
Priority 2: Access to goods and services
Priority 3: Access to rest-rooms
Priority 4: Any other measures necessary

The attached Checklist for Existing Facilities is being used with permission of the Disability and Business Technical Assistance Center. This checklist is a valuable visual tool for quantifying the status of the building's accessibility conditions.

A summary of the conditions found is as follows:

A majority of visitors arrive at the library by car. There is off-street parking with assigned Barrier-Free parking near to the accessible entrance. These spaces do not have the proper sized loading areas and should be restriped and signed when the parking lot is redone.

Approaching the building from this parking lot and other walkways is generally accessible. The original building entrances both appear to be compliant but the Mt. Pleasant Avenue street sidewalk is sloped due to the natural topography. As noted earlier, the walk-off mats are to be replaced to eliminate the exposed edge of the recessed pocket which poses a tripping hazard and is not compliant with the ADA.

Access to goods and services is provided by having proper aisle space, door maneuvering clearances, and proper door hardware. The library meets these criteria throughout most of the spaces. The aisles and maneuverability through fixed furniture appears acceptable but there are a number of doors that have knobs instead of levers. Levers are required since a twisting motion is difficult for persons with disabilities.

The doors within the public spaces which have signs should be ADA compliant. The accessible restrooms have proper signs but are installed too high and should be adjacent to the door. The signs simply need to be reset at 60 inches to their center above the floor and adjacent to the doors.

The ADA/Code requires a certain quantity of tables to have a minimum height and a minimum knee clearance. The tables within the adult space are compliant.

The service desks at Circulation, Reference, and the Children's areas all comply with the clearances and dimensions required. The Circulation desk has a side opening that complies with the clearances and dimensions but is used for a computer station. The computer should be repositioned to allow for patron interaction.

Access to the restrooms is another priority item per the ADA Guidelines. There are two public restrooms at the upper level which are in the 1978 addition. These two restrooms do not fully comply with the requirements and should be upgraded. In particular, the men's room entrance doors do not provide proper clearances and will require an automatic door operator to improve access. A compliant drinking fountain is located adjacent to the restrooms.

The elevator was also installed along with the 1978 addition and complies with the ADA/Code requirements. There is a requirement for tactile signage at the elevator door jambs of each floor and should be installed.

Engineering Summary

HVAC Assessment:
Existing Conditions

The current building consists of a 6,900 square foot basement and a 15,500 square foot first floor.
The original library was built in 1959. The original 5,300 square foot basement currently houses offices, locker rooms, and book stack storage space. The original 7,000 square foot first floor currently houses the Children's Area, Adult Area, Circulation Desk and offices.

In 1978, 1,600 square feet of incidental and mechanical space was added to the basement, along with an outdoor parking area under a new 8,500 square foot first floor addition, which currently houses the General Reading Area and a large meeting room.

The original building was heated with a 40 horsepower oil-fired boiler, which fed hot water to perimeter fin tube radiation and a 19,000 CFM air handling unit located in the basement. In 1978, a 12,000 CFM air handling unit was added to serve the new addition and the fin tube radiation piping was extended. In addition, air conditioning was provided to the air handling units via 54 ton and 30 ton air cooled condensing units located on the roof.

In 1978, four Carrier gas-fired heating/electric DX cooling package rooftop units were installed to replace the two split systems. In 2002, a 15 horsepower gas-fired boiler was installed to serve the existing perimeter fin tube radiation. RTU-1 is a 40 ton unit that serves both floors of the original building, except the Children's Area. RTU-2 is a 5-ton unit that serves the large meeting room in the 1978 addition. RTU-3 is a 30-ton unit that serves the rest of the 1978 addition. RTU-4 is a 7.5-ton unit that serves the Children's Area.

Observations and Recommendations:

The four rooftop units are 18 years old, operate on R-22 refrigerant, and have EER's of 8.2 to 8.6. The estimated service and economic life of a rooftop unit is 20 years. Production of R-22 was discontinued several years ago. Although still available, the cost of R-22 (which affects global warming) will increase. R-210A is the current refrigerant in use for rooftop units. EER's for currently manufactured rooftop units range from 10.0 to 12.0, which is 20% to 50% more efficient than the existing units. PSE&G offers rebates, through the Smart Start Program, to customers replacing old units with higher efficiency units.

The hot water boiler and pumping system appear to be in good condition. The boiler is serviced once a year by Mike Boan, who starts the boiler and the four zone pumps in October. In the spring, the Library's maintenance person shuts them off. It appears that no one knows where the control valves are located, or if any of the existing controls are working. It is recommended that a new automatic temperature control and building automation system be installed to control both the hot water heating system and the proposed new rooftop units.

Toilets and locker rooms in the basement and toilets on the first floor of the original 1959 building are supposed to be exhausted by a 1,050 CFM roof exhaust fan marked E-2 on the original drawings. This fan is not operating and should be replaced and rewired.

Public toilets on the first floor of the 1978 building are supposed to be exhausted by a 1,000 CFM roof exhaust fan, also marked E-2 on the 1978 drawings. This fan is not operating and should be replaced and rewired.

Plumbing Assessment:
Existing Conditions

The building domestic water service enters the building underground from north side of the building. The meter is located in the basement in a closet. It appears the there is a pressure reducing valve, indicating the street pressure is higher than minimum requirement as dictated by code. The minimum Code pressure is 80 PSI but industry standard is 60 PSI. Most new plumbing fixtures and equipment will operate under 60 psi. Water pressure over 60 PSI may have adverse effects on the newer equipment causing unforeseen failures. The gauge reading on the water service indicates the pressure is at 95 PSI after the pressure reducing valve. The service size and main water line appears to be 2". There are several gate valves on the service. The water is distributed throughout the building to all toilet rooms. Toilet rooms are the main use for water within the building.

The sanitary line exits below the basement level. From the existing site plan it is noted as a 4" line. Based on the vintage of the construction one can assume that the material is cast iron.
The roof is drained by a series of roof drains located on the various roof levels. While walking the roof, there was no significant ponding where as it had rained earlier in the day. The material of the roof drain piping is cast iron.
The building heating fuel is gas. The service enters the building in the basement mechanical room. The 4" main runs through the basement serving the boiler and then goes to the roof to serve the roof top HVAC units.

Observations and Recommendations:

The domestic water service seems to be in good working order; however the pressure of reading of 95 PSI is of some concern. We would recommend testing the water pressure to determine the gauge is working correctly, and if found to be working correctly to test the pressure reducing valve, (PRV) to ensure it is set properly. If all is working correctly we would recommend replacing the PRV with one that sets the water pressure to 65 PSI.

Being the water heater is approximately 20 years old we would recommend replacement with a new unit. Typically, the life expectancy for an electrically operated water heaters is 15-25 years.

The existing toilet room fixtures do not meet ADA. The height of the fixtures, specifically the water closets. It appears that some have been replaced. Any upgrades within the toilet rooms could potentially trigger fixture replacements. All new fixtures would be required to meet ADA. Also, new fixtures use less water which would result in a certain level of water conservation.

We could not tell if the roof drain piping was insulated or not. If not it would be a good idea to insulate these lines this would reduce internal condensation on the lines which usually result in drips which can ruin ceiling tiles and other finishes. Insulation of internal storm leader would also reduce the HVAC load in the building, though not significantly. Though not practical to work on, insulation of these lines could have long term benefits. Further investigation would be required to determine the accessibility and practicality of providing insulation.

Sprinkler :

Currently there are no sprinklers in the building. Current Codes would require a building of this size to be sprinklered. If there were to be any sizeable additions sprinklers might be required through-out the entire building.

Existing Conditions:

The existing electrical service in the building is rated at 120/208v 3 phase 4 wire with an ampacity of 1600amps. The service originates from an exterior utility owned pad mounted transformer. The transformer is located in the back of the building adjacent to the covered parking area. The service leaves the transformer and runs underground to the main electrical service switchboard. This switchboard and service was installed as part of the 1978 addition.

The original service, part of the 1959 addition was rated at 120/208volts 3 phase 4 wire with an ampacity of 600amps. When the 1978 addition was built and the new service was installed the original service was back fed from the 1978 service by means of a dedicated service switch. The service equipment has two service switches one rated at 600 amps and one rated at 1000amps. The 600amp switch feeds the 1959 portion of the library and the 1000amp switch serves the 1978 portion of the library. Each of the service switches feed an individual distribution panel board which in turn feed the individual branch circuit panels and equipment loads. Located through-out the library are individual branch circuit panels these serve all the lighting and receptacle and other miscellaneous loads.

The existing lighting throughout the library consists of recessed and surface mounted fluorescent fixtures. Each fixture uses (4) T-12 40 watt lamps. This was the cutting edge technology when installed in 1978. Since then lighting has come a long way in both technology and energy conservation.

Observations and Recommendations:

Though the equipment is relatively old especially the 1959 electrical equipment, there have been no reported issues with it. However, there comes a point when replacement parts become unavailable and the equipment itself becomes obsolete. We would recommend replacement of the 1959 600amp switch board with new circuit breaker type panel.

We would recommend a plan to replace or retrofit all the lighting fixtures throughout the library with new LED driven fixtures. The energy use can be estimated to be halved as compared to the existing fluorescents. The energy saving could be significant. PSE&G offers rebates, through the Smart Start Program, to customers replacing old units with higher efficiency units.

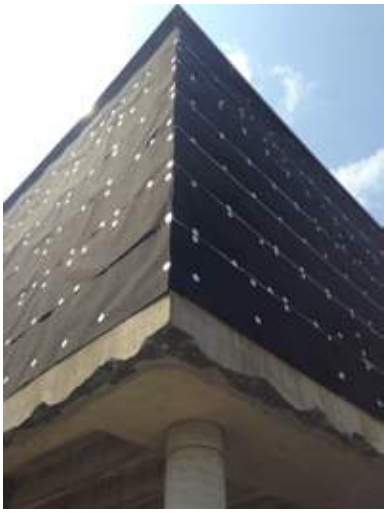
Fire Alarm
Existing Conditions:

The existing fire alarm and detection system appears to have been installed in 1978 as part of the 1978 addition. The system consists of a main panel located in the basement mechanical room, pull stations, both smoke and heat detectors, and alarm horns. There were no visual devices present and thus no compliance with ADA. The system appears old and dated.

Observations and Recommendations:

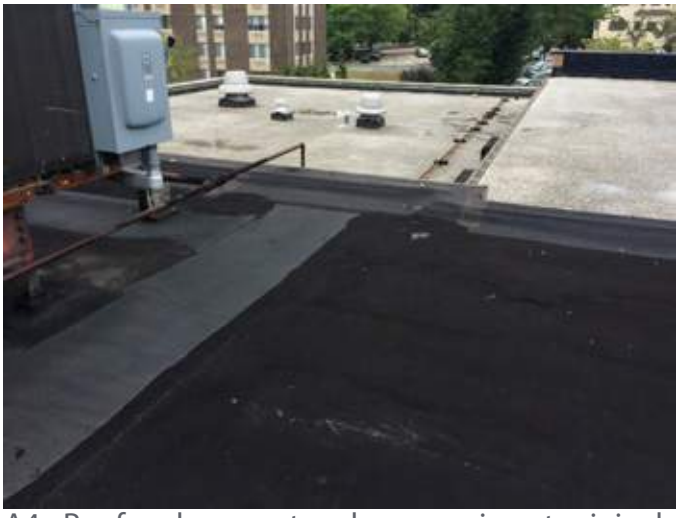
The system is old and in need of replacement. We would recommend a full system replacement.

A1 _Brick facade replacement at 1978 addition



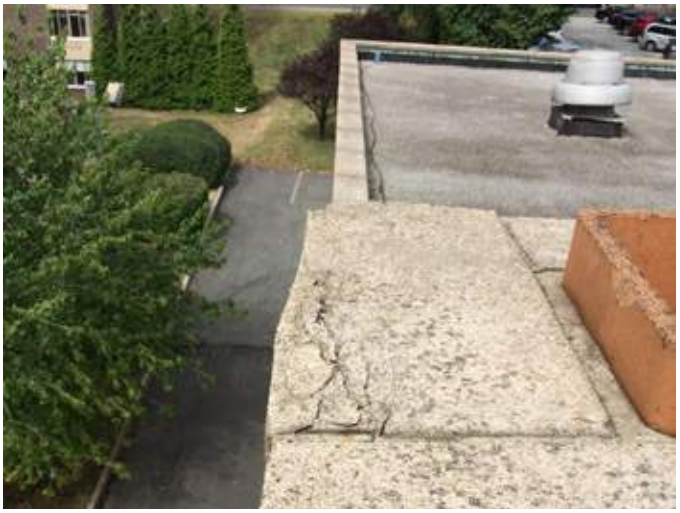
A2 _Brick facade replacement at 1978 addition

A3 _Roof replacement and new coping at original building



A4 _Roof replacement and new coping at original building

A5 _Roof replacement and new coping at original building



A6 _Chimney cap stone replacement and flashing

A7 _Chimney cap stone replacement and flashing

A8 _Trim trees overhanging the roof

A9 _Trim trees overhanging the roof

A10 _Exterior hollow metal door painting

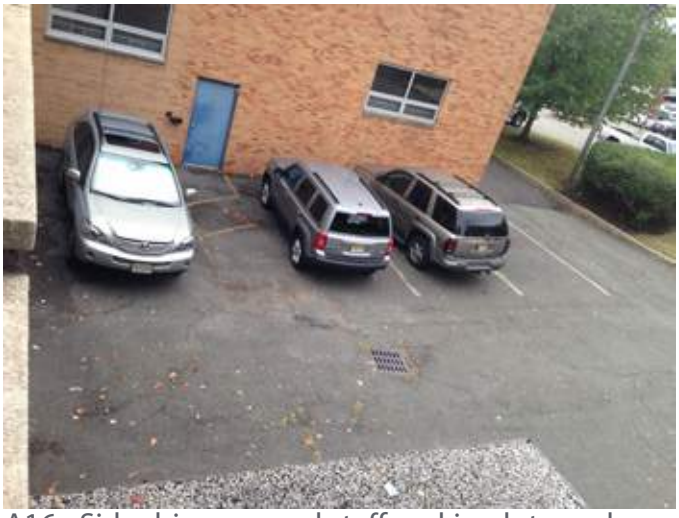
A11 _Replace Mt. Pleasant Ave. entrance area soffits and lighting

A12 _Replace Mt. Pleasant Ave. entrance area soffits and lighting

A13 _Gaston Street parking lot - mill and repave, restripe, proper ADA signs and layout

A14 _Gaston Street parking lot - mill and repave, restripe, proper ADA signs and layout

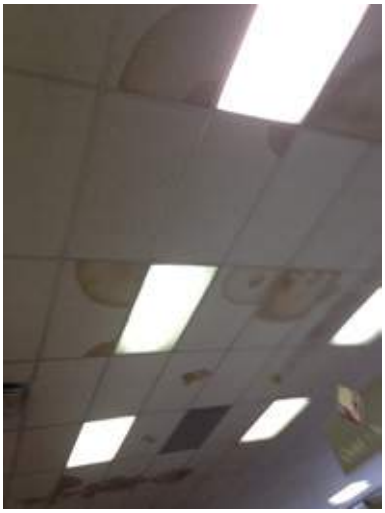
A15 _Gaston Street parking lot - mill and repave, restripe, proper ADA signs and layout



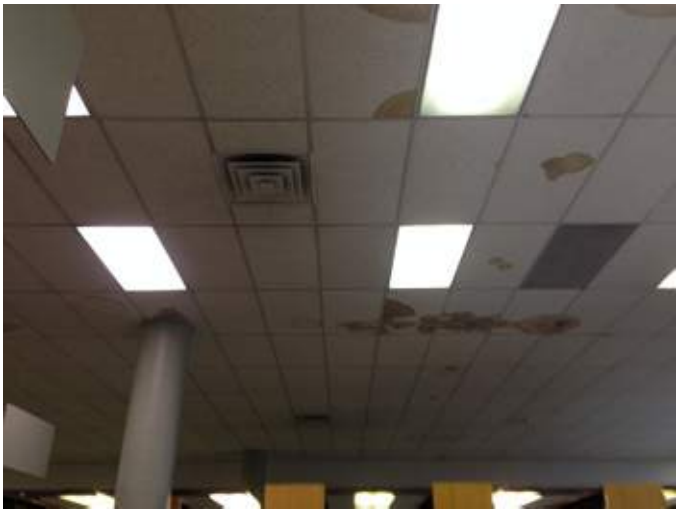
A16 _Side driveway and staff parking lot - seal coat and restripe

A17 _Replace entrance exterior and vestibule doors (4 pairs)

A18 _Replace entrance exterior and vestibule doors (4 pairs)

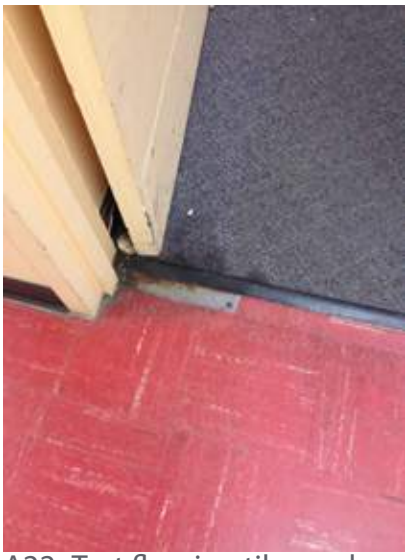


A19 _Replace ceiling tiles at upper level adults area



A20_Replace ceiling tiles at upper level adults area

A21 _Test flooring tiles and replace/cover at lower level storage/stack area

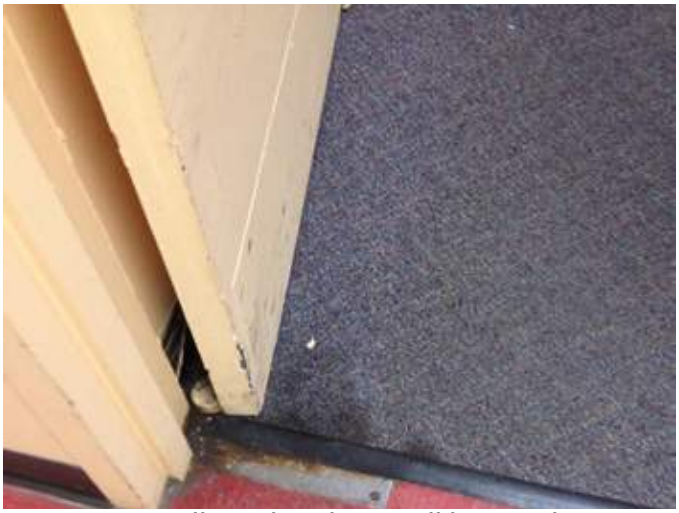


A22_Test flooring tiles and replace/cover at lower level storage/stack area

A23_Replace ceiling at lower level storage/stack area

A24_Replace ceiling at lower level storage/stack area

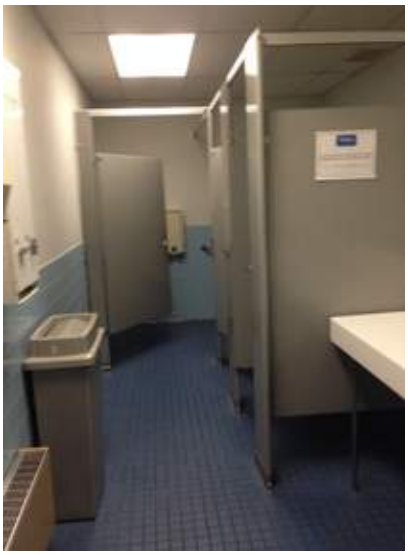
A25 _Paint walls and replace wall base at lower level storage/stack area



A26 _Paint walls and replace wall base at lower level storage/stack area

A27 _New kitchen counter, sink and appliances

A28_Modify public restrooms for ADA compliance



A29 _Modify public restrooms for ADA compliance

A30 _Modify public restrooms for ADA compliance

A31_New plumbing fixtures and accessories at all other restrooms

A32 _Replace door knobs with lever handles

A33 _Tripping hazard and ADA issue at entrance walk-off mat pockets-replace mats

E1 _Existing Boiler in Basement

E2 _RTU's on Roof

E3 _Water Service , Meter and PRV

E4 _Water Pressure Gauge

E5 _Gas Service and Meter on Outside

E6 _Typical Urinal

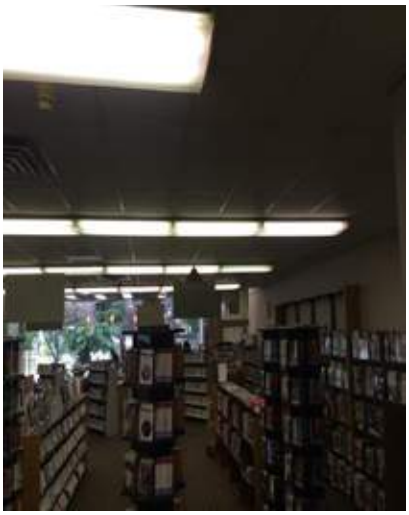
E7 _Typical Water Closet

E8 _Typical Lavatory

E9 _Building Service Swichboard-1978

Photo 10: 1959 Electrical Service

E10 _Electrical Service-1959



E11 _Main Area Lighting

E12 _Back of House Lighting

E13 _Fire Alarm Panel

E14 _Smoke Detector

Checklist for Existing Facilities version 2.1

The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

ADA TITLE III COMPLIANCE MATERIALS

To obtain additional copies of this **checklist**, *contact your Disability and Business Technical Assistance Center. To be automaticallly connected to your regional center, call* **1-800-949-4ADA**. *This* **checklist** *may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.*

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Checklist for Existing Facilities version 2.1

Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

Priority 1: Accessible **approach and entrance**
Priority 2: Access to **goods and services**
Priority 3: Access to **rest rooms**
Priority 4: Any **other measures** necessary

Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.

How to Use This Checklist

✓ **Get Organized**: Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans**: It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey**: Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. ***Be sure to record all dimensions!*** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions**: List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities**: Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation**: Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes**: Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up**: Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

QUESTIONS	Yes	No	POSSIBLE SOLUTIONS

Priority

1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

	Yes	No	
Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7) Is there a route of travel that does not require the use of stairs?	☒	☐	☐ Add a ramp if the route of travel is interrupted by stairs. ☐ Add an alternative route on level ground.
Is the route of travel stable, firm and slip-resistant?	☒	☐	☐ Repair uneven paving. ☐ Fill small bumps and breaks with beveled patches. ☐ Replace gravel with hard top.
Is the route at least 36 inches wide?	☒	☐	☐ Change or move landscaping, furnishings, or other features that narrow the route of travel. ☐ Widen route.
	>6'-0" width		
Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? **In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.	☒	☐	☐ Move or remove protruding objects. ☐ Add a cane-detectable base that extends to the ground. ☐ Place a cane-detectable object on the ground underneath as a warning barrier.
	distance from wall/ height		
Do curbs on the route have curb cuts at drives, parking, and drop-offs?	☒	☐	☐ Install curb cut. ☐ Add small ramp up to curb.
Ramps (ADAAG 4.8) Are the slopes of ramps no greater than 1:12? **Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.	☒	☐	☐ Lengthen ramp to decrease slope. ☐ Relocate ramp. ☐ If available space is limited, reconfigure ramp to include switchbacks.
	slope		

• STREET DOOR WALKWAY – NOT A RAMP.

QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Ramps, continued Do all ramps longer than 6 feet have railings on both sides?	☐	☐	☐ Add railings.
Are railings sturdy, and between 34 and 38 inches high?	☐	☐	☐ Adjust height of railing if not between 30 and 38 inches. ☐ Secure handrails in fixtures.
NA		height	
Is the width between railings or curbs at least 36 inches?	☐	☐	☐ Relocate the railings. ☐ Widen the ramp.
		width	
Are ramps non-slip?	☐	☐	☐ Add non-slip surface material.
Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?	☐	☐	☐ Remodel or relocate ramp.
		length	
Does the ramp rise no more than 30 inches between landings?	☐	☐	☐ Remodel or relocate ramp.
		rise	
Parking and Drop-Off Areas (ADAAG 4.6) Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):	☒	☒ *	☒ Reconfigure a reasonable number of spaces by repainting stripes.
		3 number of accessible spaces	
		Note widths of existing accessible spaces:	* INADEQUATE ACCESS AISLES (DO NOT EXIST)
Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?	☐	☒	☒ Reconfigure to provide van-accessible space(s).
		width / vertical clearance	

Total spaces	Accessible
1 to 25	1 space
(32) — 26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Parking and Drop-Off Areas, continued Are the access aisles part of the accessible route to the accessible entrance?	☒	☐	☐ Add curb ramps. ☐ Reconstruct sidewalk.
PARKING SPACES ARE IN PATH. Are the accessible spaces closest to the accessible entrance?	☒	☐	☐ Reconfigure spaces.
Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	☒	☐	☐ Add signs, placed so that they are not obstructed by cars.
Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?	☒	☐	☐ Implement a policy to check periodically for violators and report them to the proper authorities.
Entrance (ADAAG 4.13, 4.14, 4.5) If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?	☐	☐	☐ If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
NA **Do not use a service entrance as the accessible entrance** unless there is no other option.			
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	☐	☐	☐ Install signs before inaccessible entrances so that people do not have to retrace the approach.
Can the alternate accessible entrance be used independently?	☐	☐	☐ Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.
Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?	☒	☐	☐ Widen the door to 32 inches clear. ☐ If technically infeasible, widen to 31-3/8 inches minimum. ☐ Install offset (swing-clear) hinges.
34" clear opening			
Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?	☒	☐	☐ Remove or relocate furnishings, partitions, or other obstructions. ☐ Move door. ☐ Add power-assisted or automatic door opener.
clear space **A person using a wheelchair** or crutches needs this space to get close enough to open the door.			

QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Entrance, continued			
Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?	☒	☐	☐ If there is a single step with a rise of 6 inches or less, add a short ramp. ☐ If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
If provided, are carpeting or mats a maximum of 1/2-inch high?	☒	☐	☐ Replace or remove mats. RECESS AT BOTH MAIN DOORS IS 1/2" VERTICAL. INSTALL THICKER MAT OR FILL RECESS.
Are edges securely installed to minimize tripping hazards?	☐	☒	☐ Secure carpeting or mats at edges.
Is the door handle no higher than 48 inches and operable with a closed fist?	☒	☐	☐ Lower handle. ☐ Replace inaccessible knob with a lever or loop handle. ☐ Retrofit with an add-on lever extension.
The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.			
Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for *interior* doors)? PARKING LOT DOOR POWER ASSISTED.	☒	☐	☐ Adjust the door closers and oil the hinges. ☐ Install power-assisted or automatic door openers. ☐ Install lighter doors.
You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.			
If the door has a closer, does it take at least 3 seconds to close?	☒	☐	☐ Adjust door closer.

QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Priority **2** **Access to Goods and Services** Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.			
Horizontal Circulation (ADAAG 4.3) Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	☒	☐	☐ Add ramps or lifts. ☐ Make another entrance accessible.
Are all public spaces on an accessible route of travel?	☒	☐	☐ Provide access to all public spaces along an accessible route of travel.
Is the accessible route to all public spaces at least 36 inches wide?	☒	☐	☐ Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.
Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?	☒	☐	☐ Rearrange furnishings, displays, and equipment.
Doors (ADAAG 4.13) Do doors into public spaces have at least a 32-inch clear opening?	☒	☐	☐ Install offset (swing-clear) hinges. ☐ Widen doors.
On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?	☒	☐	☐ Reverse the door swing if it is safe to do so. ☐ Move or remove obstructing partitions.
Can doors be opened without too much force (5 lbf maximum for interior doors)?	☒	☐	☐ Adjust or replace closers. ☐ Install lighter doors. ☐ Install power-assisted or automatic door openers.
Are door handles 48 inches high or less and operable with a closed fist? KNOBS ARE LOCATED ON MOST INTERIOR DOORS.	☐	☒	☐ Lower handles. ☒ Replace inaccessible knobs or latches with lever or loop handles. ☐ Retrofit with add-on levers. ☐ Install power-assisted or automatic door openers.
Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?	☒	☐	☐ If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp. ☐ If between 1/4- aand 3/4-inch high, add bevels to both sides.

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QUESTIONS	Yes	No		POSSIBLE SOLUTIONS
Rooms and Spaces (ADAAG 4.2, 4.4, 4.5) Are all aisles and pathways to materials and services at least 36 inches wide?	☒	☐	width	☐ Rearrange furnishings and fixtures to clear aisles.
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	☒	☐	width	☐ Rearrange furnishings to clear more room.
Is carpeting low-pile, tightly woven, and securely attached along edges?	☒	☐		☐ Secure edges on all sides. ☐ Replace carpeting.
In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?	☒	☐	height / protrusion	☐ Remove obstacles. ☐ Install furnishings, planters, or other cane-detectable barriers underneath.
Emergency Egress (ADAAG 4.28) If emergency systems are provided, do they have both flashing lights and audible signals?	☐	☒		☒ Install visible and audible alarms. ☐ Provide portable devices. • PULL STATIONS NOT COMPLIANT
Signage for Goods and Services (ADAAG 4.30) Different requirements apply to different types of signs.				
If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?	☐	☒		☒ Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)
• Signs mounted with centerline 60 inches from floor.	Y ☐	N ☒	65 height	
• Mounted on wall adjacent to latch side of door, or as close as possible.	☐	☒		
• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).	☒	☐	character height	
• Brailled text of the same information.	☒	☐		
• If pictogram is used, it must be accompanied by raised characters and braille.	☒	☐		

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QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Directional and Informational Signage The following questions apply to directional and informational signs that fall under Priority 2.			
If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?	☒	☐	letter height ☐ Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.
Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)	☒	☐	☐ Review requirements and replace signs as needed.
Controls (ADAAG 4.27) Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?	☒	☐	height ☐ Relocate controls.
Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.			
Are they operable with a closed fist?	☒	☐	☐ Replace controls.
Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2) Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide? — NA	☐	☐	width ☐ Rearrange chairs or tables to provide 36-inch aisles.
Are the spaces for wheelchair seating distributed throughout?	☐	☐	☐ Rearrange tables to allow room for wheelchairs in seating areas throughout the area. ☐ Remove some fixed seating.
Are the tops of tables or counters between 28 and 34 inches high?	☒	☐	28 3/4 height ☐ Lower part or all of high surface. ☐ Provide auxiliary table or counter.
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?	☒	☐	27 height / width / depth ☐ Replace or raise tables.

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QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Seats, Tables, and Counters, continued			
At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high? 29 height · REF., CIRC., CHILDREN'S COUNTERS. · CIRC HAS LIMITED AREA AT LOW HEIGHT BUT MEETS CRITERIA.	☒	☐	☐ Provide a lower auxiliary counter or folding shelf. ☐ Arrange the counter and surrounding furnishings to create a space to hand items back and forth.
Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter? NA height	☐	☐	☐ Lower section of counter. ☐ Arrange the counter and surrounding furnishings to create a space to pass items.
Vertical Circulation (ADAAG 4.1.3(5), 4.3) Are there ramps, lifts, or elevators to all public levels?	☒	☐	☐ Install ramps or lifts. ☐ Modify a service elevator. ☐ Relocate goods or services to an accessible area.
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route? NA	☐	☐	☐ Post clear signs directing people along an accessible route to ramps, lifts, or elevators.
Stairs (ADAAG 4.9) The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.			
Do treads have a non-slip surface?	☒	☐	☐ Add non-slip surface to treads.
Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	☒	☐	☐ Add or replace handrails if possible within existing floor plan.
Elevators (ADAAG 4.10) Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)? ONLY 2 STOPS.	☐	☒	☐ Install visible and verbal or audible signals.
Are the call buttons in the hallway no higher than 42 inches? height	☒	☐	☐ Lower call buttons. ☐ Provide a permanently attached reach stick.
Do the controls inside the cab have raised and braille lettering?	☒	☐	☐ Install raised lettering and braille next to buttons.

QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Elevators, continued Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?	☐	☒	☒ Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
If an emergency intercom is provided, is it usable without voice communication?	☒	☐	☐ Modify communication system.
EMERG. CALL BUTTON Is the emergency intercom identified by braille and raised letters?	☒	☐	☐ Add tactile identification.
Lifts (ADAAG 4.2, 4.11) Can the lift be used without assistance? If not, is a call button provided?	☐	☐	☐ At each stopping level, post clear instructions for use of the lift. ☐ Provide a call button.
NA Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?	☐	☐	☐ Rearrange furnishings and equipment to clear more space.
clear space			
Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	☐	☐	☐ Move controls.
height			

Priority 3

Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

Getting to the Rest Rooms (ADAAG 4.1) If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?	☐	☒	· MEN'S ACCESS NON-COMPLIANT. ☒ Reconfigure rest room. ☐ Combine rest rooms to create one unisex accessible rest room.
Are there signs at inaccessible rest rooms that give directions to accessible ones? NA	☐	☐	☐ Install accessible signs.
Doorways and Passages (ADAAG 4.2, 4.13, 4.30) Is there tactile signage identifying rest rooms?	☒	☐	☐ Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).
Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.	· REPOSITION TO ACCORD W/ REQUIREMENTS.		

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QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Doorways and Passages, continued Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?	☒	☐	☐ If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.
Is the doorway at least 32 inches clear?	☒	☐	☐ Install offset (swing-clear) hinges. ☐ Widen the doorway.
clear width			
Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?	☐	☒	☐ Lower handles. ☒ Replace knobs or latches with lever or loop handles. ☐ Add lever extensions. ☐ Install power-assisted or automatic door openers.
height			
Can doors be opened easily (5 lbf maximum force)?	☒	☐	☐ Adjust or replace closers. ☐ Install lighter doors. ☐ Install power-assisted or automatic door openers.
force			
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?	☒	☒ MEN'S	☐ Rearrange furnishings such as chairs and trash cans. ☐ Remove inner door if there is a vestibule with two doors. ☐ Move or remove obstructing partitions. • PROVIDE POWER ASSIST DOOR
clear width			
A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.			
Is there a 36-inch-wide path to all fixtures?	☒	☐	☐ Remove obstructions.
width			
Stalls (ADAAG 4.17) Is the stall door operable with a closed fist, inside and out?	☒	☐	☐ Replace inaccessible knobs with lever or loop handles. ☐ Add lever extensions.
Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?	☒	☐	☐ Move or remove partitions. ☐ Reverse the door swing if it is safe to do so.
length / width			

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QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Stalls, continued In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?	☒	☐	☐ Add grab bars.
Is the toilet seat 17 to 19 inches high? (height)	☒	☐	☐ Add raised seat.
Lavatories (ADAAG 4.19, 4.24) Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? (clear space) **A maximum of 19 inches of the required depth may be under the lavatory.**	☒	☐	☐ Rearrange furnishings. ☐ Replace lavatory. ☐ Remove or alter cabinetry to provide space underneath. ☐ Make sure hot pipes are covered. ☐ Move a partition or wall.
Is the lavatory rim no higher than 34 inches? (height: 31.5)	☒	☐	☐ Adjust or replace lavatory.
Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? (height: 26)	☐	☒	☒ Adjust or replace lavatory.
Can the faucet be operated with one closed fist?	☒	☐	☐ Replace with paddle handles.
Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?	☒	☐	☐ Lower dispensers. ☐ Replace with or provide additional accessible dispensers.
Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? (height)	☒	☐	☐ Lower or tilt down the mirror. ☐ Add a larger mirror anywhere in the room.

Priority
4 Additional Access

Note that this priority is for items not required for basic access in the first three priorities.
When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

Drinking Fountains (ADAAG 4.15) Is there at least one fountain with clear floor space of at least 30 by 48 inches in front? (clear space)	☒	☐	☐ Clear more room by rearranging or removing furnishings.

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QUESTIONS	Yes	No	POSSIBLE SOLUTIONS
Drinking Fountains, continued			
Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?	☒	☐	☐ Provide cup dispensers for fountains with spouts that are too high. ☐ Provide accessible cooler.
height			
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	☒	☐	☐ Replace the controls.
Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall?	☒	☐	☐ Place a planter or other cane-detectable barrier on each side at floor level.
height / protrusion			
Telephones (ADAAG 4.31)			
If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?	☐	☐	☐ Move furnishings. ☐ Replace booth with open station.
clear space			
NA			
Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?	☐	☐	☐ Lower telephone.
height			
Does the phone protrude no more than 4 inches into the circulation space?	☐	☐	☐ Place a cane-detectable barrier on each side at floor level.
protrusion			
Does the phone have push-button controls?	☐	☐	☐ Contact phone company to install push-buttons.
Is the phone hearing-aid compatible?	☐	☐	☐ Have phone replaced with a hearing-aid compatible one.
Is the phone adapted with volume control?	☐	☐	☐ Have volume control added.
Is the phone with volume control identified with appropriate signage?	☐	☐	☐ Add signage.
If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?	☐	☐	☐ Install a text telephone. ☐ Have a portable TT available. ☐ Provide a shelf and outlet next to phone.
Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?	☐	☐	☐ Add signage.

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arcari + iovino

ARCHITECTS PC

One Katherine Street
Little Ferry, NJ 07643

201.641.0600
201.641.0626 (f)

www.aiarchs.com

APPENDIX C: West Orange Township RFP Architectural, Mechanical, Electrical, Plumbing, Design Services West Orange Public Library

TOWNSHIP OF WEST ORANGE

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

DEPARTMENT OF PUBLIC WORKS

ROBERT D. PARISI
Mayor

Tel: (973) 325-4160
Fax: (973) 669-9588
Email: llepore@westorange.org

LEONARD R. LEPORE
Director/Municipal Engineer

May 3, 2018

Gary Musciano, RA
Herbst-Musciano LLC
611 Main Street
Boonton, New Jersey 07005

RE: **REQUEST FOR PROPOSALS**
ARCHITECTURAL, MECHANCAL, ELECTRICAL, PLUMBING
DESIGN SERVICES
WEST ORANGE PUBLIC LIBRARY

Dear Mr. Musciano:

The Township of West Orange requests proposals from professional firms capable of providing architectural, mechanical, electrical and plumbing design services for improvements to the West Orange Public Library, 46 Mt. Pleasant Avenue. Attached please find an outline of the required minimum improvements at the Library. Your proposal shall include professional services to prepare design plans, specifications and bid documents; construction cost estimates; bidding period services including bid analysis, construction inspection and contract management and administration. The latter will include approval of shop drawings and equipment details, payment review and payment approval. It also includes periodic inspections and attendance at project meetings.

The improvements were developed from a facility needs assessment of the Library performed in October 2015 by the architectural firm of Arcari & Iovino Architects PC, Little Ferry, New Jersey 07643. A copy of the report is attached.

The renovation for design, specifications and bid documents and construction phase services shall be in three separate packages: 1. For the roof and other exterior improvements, 2. The new roof top HVAC system and 3. All other described improvements.

A report is being prepared by Garden State Environmental of Glen Rock, New Jersey which will identify asbestos containing materials in the Library. It will also provide information on the impact of the renovations on these materials and how the presence of asbestos containing materials should be addressed during renovations. When completed, you will be provided a copy of the report.

The Proposal is due by 3:30 P.M. Friday, June 1, 2018, and it shall be submitted to Leonard R. Lepore, P.E., Municipal Engineer, Director of Public Works, 25 Lakeside Avenue, West Orange, New Jersey 07052. The fee for both the design and bid phase, including construction cost estimates and the construction inspection management and administration phase shall be a not to exceed lump sum price. The former shall also include 20 sets of plans specifications and bid documents for each bid package. The deadline will be extended if the report of Garden State Environmental cannot be provided to you at least one week before the proposal due date.

To arrange to inspect the Library please contact Assistant Director Nick Salese at nsalese@westorange.org or on his cell (973) 725-7456.

Very truly yours,

Leonard R. Lepore, Municipal Engineer
Director of Public Works

LRL/tp
enc.

cc: John Gross
Nick Salese
Lou Reynolds
David Cubie

file: request for proposal west orange library

ARCHITECTURAL AND ENGINEERING IMPROVEMENTS
TO WEST ORANGE PUBLIC LIBRARY
46 MT. PLEASANT AVENUE
WEST ORANGE, NEW JERSEY
APRIL 2018

I. STRUCTURE & EXTERIOR

A. ROOF REPLACEMENT
1. Original building (1959) roof area approximately 8,500 square feet
2. Edison Wing (1978) roof area approximately 9,350 square feet

B CHIMNEY (SOUTH WALL)
1. Repair & Repoint
2. Install new stone cap
3. Install new roof flashing at base with roof replacement

II. INTERIOR

A. AMERICANS WITH DISABILITIES ACT COMPLIANCE

1. Upgrade public restrooms for ADA Compliance (upper level 1978 addition)
2. Replace door knobs with lever handles throughout building
3. Replace all entrance mats to eliminate exposed edge of recessed pocket
4. Elevator Signage – Provide tactile signage at door jambs of each elevator door

B. HVAC
1. Replace all public restroom exhaust fans
2. Replace all staff restroom exhaust fans
3. Replace oldest rooftop HVAC unit with high efficiency unit
   The existing unit is 30 ton unit (to be verified by designer)
4. New automatic temperature controls throughout the building for the entire building

C. PLUMBING
1. Replace pressure reducing valve
2. Replace plumbing fixtures and accessories throughout the building including water fountains

D ELECTRICAL
1. Replace 600 AMP main panel and breakers

E. SAFETY
1. Replace fire alarm and detection system
2. Replace lower level floor tiles (testing required)

F. KITCHEN
1. Replace existing counter, sink, refrigerator and appliances

G. CEILING

1. Replace ceiling tiles, upper level adult areas
2. Replace ceiling tiles, lower level storage/stack area

NOTE: The Township of West Orange is hiring an environmental firm to identify asbestos containing materials (ACM) in the building and develop an asbestos management plan (AMP). This plan will be provided at least one week prior to the due date for the proposals.

APPENDIX D: Garden State Environmental Asbestos Survey and Sampling Report

May 29, 2018

Mr. Leonard Lepore
Municipal Engineer/Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

RE: **Asbestos Survey and Sampling Report**
West Orange Public Library
46 Mt. Pleasant Avenue
West Orange, NJ 07052

Dear Mr. Lepore:

Benjamin A. Hildebrand, B.S., Industrial Hygienist and U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) Accredited Building Inspector with Garden State Environmental, Inc. (GSE), conducted an asbestos survey on May 15, 2018 of the West Orange Public Library (Library) in West Orange, NJ. The Library is currently in operation and is scheduled for a series of renovations. This survey included detailed visual inspections and sampling of all accessible suspect asbestos containing materials (SACM).

I. BACKGROUND AND FINDINGS:

This building is scheduled for a series of renovations and was built in 1959 with an addition in 1979 with a total area of approximately 8,100 square feet (SF). Building is constructed with cinderblock and brick walls over a concrete slab foundation, with plaster lathe walls in the 1959 wing and wood framing in the 1979 wing. The main floor (1st floor) is carpeted, while the basement level is a combination of carpet and vinyl floor tiles with associated mastics (Note that 9x9 floor tile most likely remains beneath carpet, but could not be confirmed). The roof was flat and divided into three main sections, the 1979 addition, and the upper and lower roofs for the 1959 wing. Roof construction consisted of a combination of roofing tar and pebbles with sections of traditional asphalt shingles for the 1959 areas, while the 1979 addition was tar and shingle. Several sections of the original roof on the 1959 wing also utilize copper flashing and sections of marble facing.

Since the building is occupied, non-destructive methods were utilized during sampling wherever possible.

Suspect asbestos containing materials identified on the exterior and interior of this building are listed below. These materials were tested and the laboratory results are summarized in section III of this report.

- Pipe insulation and packed elbows and fittings on the basement level, both above ceilings and assumed behind walls
- Old style 2'x4' and 1'x1' ceiling tiles on the basement level and 1st floor of the 1959 wing
- Plaster surfacing on walls throughout the basement level and 1st floor of the 1959 wing
- Vinyl floor tiles and associated mastics on the basement level of the 1959 wing
- Roof materials of both the 1959 wing and the 1979 addition

II. METHODS:

In order to identify the presence of asbestos in the suspect building materials, bulk samples were collected. The collection of samples was performed in accordance with all applicable federal and state rules and regulations. At least three (3) samples were collected for each homogeneous group of suspect materials identified. The samples were analyzed via Polarized Light Microscopy (PLM). Non-friable samples that were found to be negative or less than 1% asbestos were subject to Transmission Electron Microscopy (TEM) for confirmatory purposes.

The sample analysis was performed at iATL (International Asbestos Testing Laboratories). IATL is certified by the National Institute of Standards and Technology (NIST) through the National Voluntary Laboratory Accreditation Program (NVLAP).

III. SUMMARY OF POSITIVE LABORATORY FINDINGS:

Summary of Positive Laboratory Results				
Sample ID	**Material**	**Homogeneous Group #**	**Estimated Quantity (Location)**	**Friable (Y/N)**
5-15-BH-09	Roof Core (Black Tar/Shingle)	03	>2000 Sq. Ft. (1979 Addition Roof)	N
5-15-BH-18	Tan 9x9 Floor Tile	06	~1500 Sq. Ft. (1959 Basement)	N
5-15-BH-28	Red 9x9 Floor Tile	08	~1000 Sq. Ft. (1959 Basement)	N
5-15-BH-31	Red 9x9 FT Mastic	09	~1000 Sq. Ft. (1959 Basement)	N
5-15-BH-32	Red 9x9 FT Mastic	09		N
5-15-BH-34	Grey 9x9 Floor Tile	10	~400 Sq. Ft. (1959 Basement)	N
5-15-BH-39	Grey 9x9 FT Mastic	11	~400 Sq. Ft. (1959 Basement)	N
5-15-BH-40	White 9x9 Floor Tile	12	~150 Sq. Ft. (1959 Basement)	N
5-15-BH-61	Aircell Pipe Insulation	18	~300-400 Lin. Ft. (1959 Basement)	**Y**

Appendix I includes a summary of all samples collected

Appendix II includes digital photographs of relevant findings

Appendix III includes all Certificates of Laboratory Analysis

IV. DISCUSSION AND RECOMMENDATIONS:

Asbestos containing material (ACM) is defined by the US Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), New Jersey Department of Community Affairs (NJ DCA), as any material or product which contains greater than one (1) percent (>1%) asbestos by weight. Friable materials are any material that can be crumbled, pulverized, or reduced to powder by hand pressure when dry, while non-friable materials are any material that cannot be crumbled, pulverized, or reduced to powder by hand pressure when dry.

All asbestos containing building materials as listed in section III above must first be abated by a NJ Licensed Asbestos Abatement Contractor prior to any renovations which will disturb these materials. The materials identified include both friable and non-friable ACM which must be abated in accordance with applicable federal and State of NJ regulations including National Emission Standards for Hazardous Air Pollutants (NESHAP) and NJ Asbestos Control and Licensing Act (N.J.S.A. 34:5A-32 et seq). All friable asbestos containing materials must be disposed of as asbestos waste in an approved landfill in accordance with

NJDEP regulations. Non friable asbestos materials can be disposed of as part of construction waste as long as it is double bagged prior to disposal.

Following abatement, clearance inspection and air sampling must be completed to document that the abatement was done in accordance with industry standards and the asbestos-related air quality meets AHERA clearance criteria and is acceptable for occupancy.

GSE is available to assist in the next phases of this project to ensure compliance with federal and New Jersey regulations and facilitate an efficient and safe abatement, including identifying and overseeing a qualified Asbestos Abatement Contractor, monitoring of the abatement process, conducting the post abatement clearance inspection and air sampling, and documenting the entire process for regulatory, insurance and other purposes.

IV. LIMITATIONS:

The conclusions presented in the report were based solely upon the services described therein and not on scientific tasks or procedures beyond the scope of described services. The conclusions and recommendations contained in this report are based on limited survey/testing of accessible suspect building materials, visual observations and were arrived at in accordance with generally accepted standards for the determination of asbestos. The testing conducted cannot be considered representative of areas not accessible/surveyed, nor of time periods other than during the survey.

This survey and sampling was completed using semi-destructive methods since it is a currently occupied building. It is possible that additional asbestos containing building materials may be encountered upon demolition of walls, ceilings or other structures that were not accessible during our survey. Should that occur, work must be stopped immediately and the area of concern must be tightly sealed in 6 mil plastic pending asbestos analysis of bulk samples at an accredited laboratory.

Should you have any questions or need further assistance please call us at our office.

Thank you for relying on GSE for expert environmental and industrial hygiene consulting services.

Respectfully submitted,

Benjamin A. Hildebrand, B.S.
Industrial Hygienist
EPA AHERA Asbestos Building Inspector #49684

Reviewed by:

Bruce D. Wolf, MPA, HO
Sr. Industrial Hygienist
Vice President
Garden State Environmental, Inc.

BH/bh/bw
Enclosure

APPENDIX I

BULK SAMPLE SUMMARY TABLE

Property: West Orange Public Library, West Orange, NJ

Sample Number	Material Type (Layer)	Homogeneous Group #	ACM (Yes/No)
5-15-BH-01	1979 Black Flashing	Homog-01	No
5-15-BH-02	1979 Black Flashing		
5-15-BH-03	1979 Black Flashing		
	1979 Black Tar (L2)		
5-15-BH-04	1979 Asphaltic Shingle	Homog-02	No
5-15-BH-05	1979 Asphaltic Shingle		
	1979 Black Tar (L2)		
5-15-BH-06	1979 Asphaltic Shingle		
	1979 Black Tar (L2)		
5-15-BH-07	1979 Black Tar	**Homog-03**	No
	1979 Tan Fibrous (L2)		
	1979 Yellow Foam (L3)		
5-15-BH-08	1979 Black Tar		No
	1979 Tan Fibrous (L2)		
	1979 Yellow Foam (L3)		
5-15-BH-09	**1979 Black Shingle/Tar**		**Yes**
	1979 Tan Fibrous (L2)		No
5-15-BH-10	1979 Black Shingle		No
	1979 Black Tar		
	1979 Tan Fibrous (L2)		
	1979 Yellow Foam (L3)		
5-15-BH-11	1959 Black Flashing	Homog-04	No
5-15-BH-12	1959 Black Flashing		
5-15-BH-13	1959 Black Flashing		
5-15-BH-14	1959 Black/Tan Roofing Material	Homog-05	No
5-15-BH-15	1959 Black/Tan Roofing Material		
5-15-BH-16	1959 Black/Tan Roofing Material		
5-15-BH-17	1959 Black/Tan Roofing Material		
5-15-BH-18	**1959 Tan 9"x9" Floor Tile**	**Homog-06**	**Yes**
5-15-BH-19	**1959 Tan 9"x9" Floor Tile**		**Yes***
5-15-BH-20	**1959 Tan 9"x9" Floor Tile**		**Yes***
5-15-BH-21	**1959 Tan 9"x9" Floor Tile**		**Yes***
5-15-BH-22	**1959 Tan 9"x9" Floor Tile**		**Yes***
5-15-BH-23	1959 Tan 9"x9" Floor Tile Mastic	Homog-07	No
5-15-BH-24	1959 Tan 9"x9" Floor Tile Mastic		
5-15-BH-25	1959 Tan 9"x9" Floor Tile Mastic		
5-15-BH-26	1959 Tan 9"x9" Floor Tile Mastic		
5-15-BH-27	1959 Tan 9"x9" Floor Tile Mastic		
5-15-BH-28	**1959 Red 9"x9" Floor Tile**	**Homog-08**	**Yes**
5-15-BH-29	**1959 Red 9"x9" Floor Tile**		**Yes***
5-15-BH-30	**1959 Red 9"x9" Floor Tile**		**Yes***
5-15-BH-31	**1959 Red 9"x9" Floor Tile Mastic**	**Homog-09**	**Yes**

Sample Number	Material Type (Layer)	Homogeneous Group #	ACM (Yes/No)
5-15-BH-32	**1959 Red 9"x9" Floor Tile Mastic**	**Homog-09**	**Yes**
5-15-BH-33	**1959 Red 9"x9" Floor Tile Mastic**		**Yes***
5-15-BH-34	**1959 Grey 9"x9" Floor Tile**	**Homog-10**	**Yes**
5-15-BH-35	**1959 Grey 9"x9" Floor Tile**		**Yes***
5-15-BH-36	**1959 Grey 9"x9" Floor Tile**		**Yes***
5-15-BH-37	**1959 Grey 9"x9" Floor Tile Mastic**	**Homog-11**	**Yes***
5-15-BH-38	1959 Grey 9"x9" Floor Tile Mastic		No
5-15-BH-39	**1959 Grey 9"x9" Floor Tile Mastic**		**Yes**
5-15-BH-40	**1959 White 9"x9" Floor Tile**	**Homog-12**	**Yes**
5-15-BH-41	**1959 White 9"x9" Floor Tile**		**Yes***
5-15-BH-42	**1959 White 9"x9" Floor Tile**		**Yes***
5-15-BH-43	1959 Grey 9"x9" Floor Tile Mastic	Homog-13	*Not Analyzed, Insufficient sample for TEM Analysis*
5-15-BH-44	1959 Grey 9"x9" Floor Tile Mastic		
5-15-BH-45	1959 Grey 9"x9" Floor Tile Mastic		
5-15-BH-46	1959 TSI Elbow- Insulation	Homog-14	No
	1959 TSI Elbow- Woven Material (L2)		
5-15-BH-47	1959 TSI Elbow- Insulation		
	1959 TSI Elbow- Woven Material (L2)		
5-15-BH-48	1959 TSI Elbow- Insulation		
	1959 TSI Elbow- Woven Material (L2)		
5-15-BH-49	1959 Off White Plaster	Homog-15	No
	1959 Tan Plaster (L2)		
5-15-BH-50	1959 Off White Plaster		
	1959 Tan Plaster (L2)		
5-15-BH-51	1959 Off White Plaster		
	1959 Tan Plaster (L2)		
5-15-BH-52	1959 Off White Plaster		
	1959 Tan Plaster (L2)		
5-15-BH-53	1959 Off White Plaster		
	1959 Tan Plaster (L2)		
5-15-BH-54	1959 Off White Plaster		
	1959 Tan Plaster (L2)		
5-15-BH-55	Old Style 2'x4' Ceiling Tile	Homog-16	No
5-15-BH-56	Old Style 2'x4' Ceiling Tile		
5-15-BH-57	Old Style 2'x4' Ceiling Tile		
5-15-BH-58	1959 1'x1' Ceiling Tile	Homog-17	No
5-15-BH-59	1959 1'x1' Ceiling Tile		
5-15-BH-60	1959 1'x1' Ceiling Tile		
5-15-BH-61	**1959 TSI Aircell Pipe Insulation**	**Homog-18**	**Yes**
5-15-BH-62	**1959 TSI Aircell Pipe Insulation**		**Yes***
5-15-BH-63	**1959 TSI Aircell Pipe Insulation**		**Yes***

**Sample not tested due to "positive stop" method whereby if the first sample in a homogeneous group of materials is positive, the remaining samples are deemed positive.*

APPENDIX II

DIGITAL PHOTOGRAPHS

#1 – Overview of 1979 addition roof; Site of sample 09 circled

#2 – Detail of Sample site 09; Black shingle/tar- confirmed as ACM

#3 – Overview of 1959 basement main room

#4 – 1959 basement; 9x9" Tan & Red floor tile and Red tile mastic- confirmed as ACM

#5 – 1959 basement- 9x9" Grey floor tile and mastic- confirmed as ACM

#6 – 1959 basement- 9x9" White floor tile confirmed as ACM

#7 – 1959 basement- Aircell Pipe Insulation- confirmed as ACM

APPENDIX III

CERTIFICATE OF LABORATORY ANLYSIS

(Attached separately)

APPENDIX E: IMLS Library Search & Compare – West Orange Free Public Library

Library Search & Compare

(../index.html)

Help IMLS improve this beta website by sending feedback here (https://docs.google.com/forms/d/e/1FAIpQLSfDZA97B2HTpspn50N1ptUx7fB0kobU5cdtHHxEU7rqeNblWQ/viewform). All data from IMLS FY2016 Public Libraries Survey (details (https://www.imls.gov/research-evaluation/data-collection/public-libraries-survey/explore-pls-data/pls-data)).

WEST ORANGE FREE PUBLIC LIBRARY (NJ0129)

46 MT. PLEASANT AVENUE WEST ORANGE, NJ
Service Area Population: 46,207
Locale: Suburban (21)
Central Libraries: 1
Branch Libraries: 0
Bookmobiles: 0

Return to Search Results (https://www.imls.gov/labs/search-compare/index?query=west%20orange&range%5Btotal_revenue%5D=0%3A312078526&range%5Btotal_staff%5D=0%3A2209&range%5Bserv

New Search (index.html) Share This Page

Outlets:

5 entries per page

Name	FSCS ID Seq	Locale Code	Outlet Type	Square Feet	Hours	Weeks Open
WEST ORANGE FREE PUB. LIB.	002	21	CE	25,000	3,120	52

Showing 1 to 1 of 1 entries

Service Data:

Hours:	3,120
Visits:	153,015
References:	12,881
Users:	33,776
Circulation:	250,353
Interlibrary Loans To:	16,520
Programs:	320
Computers:	32

Staff Data:

MLS Librarians:	6.66
Librarian Staff:	6.66
Other Staff:	9.45
Total Staff:	16.11

Finance Data:

Revenue:	2,078,037
Staff Expenditures:	1,558,018
Collection Expenditures:	179,010
Capital Expenditures:	38,888

Collection Data:

Printed Materials:	114,929
eBooks:	30,666

Audio Materials (Physical):	6,066
Video Materials (Physical):	6,453
Electronic Collections:	38
Print Serials:	1,011

See Similar Libraries Based On:

See Service

Similarities are based on users, circulation, references and hours data.

See Staff

Similarities are based on staffing data.

See Finance

Similarities are based on revenue and expenditures data.

See Collection

Similarities are based on printed, audio, video and electronic materials data.

WEST ORANGE FREE PUBLIC LIBRARY Compared to Other Libraries in this Group:

	Hours	Visits	References	Users	Circulation	Interlibrary Loans To	Programs	Computers
WEST ORANGE FREE PUBLIC LIBRARY	3,120	153,015	12,881	33,776	250,353	16,520	320	32
Mean	5,794.0	209,203.9	29,579.3	28,243.5	300,513.4	8,947.2	731.2	48.0
Quartile Rank	Lower Mid	Lower Mid	Lower Mid	Upper Mid	Lower Mid	Top	Bottom	Lower Mid

WEST ORANGE FREE PUBLIC LIBRARY is similar to 646 libraries for Service data

Definitions Download

Name	FSCS_ID	Hours	Visits	References	Users	Circulation	Interlibrary Loans To	Programs	Computer
ACADIA PARISH (details.html?fscs_id=LA0039)	LA0039	10,426	87,478	41,265	46,035	104,891	306	333	
ACORN PUBLIC LIBRARY DISTRICT (details.html?fscs_id=IL0002)	IL0002	3,252	143,168	20,787	9,733	167,218	16,488	440	
ADAMS MEMORIAL LIBRARY (details.html?fscs_id=PA0108)	PA0108	4,805	156,707	3,099	4,055	181,867	16,006	510	

APPENDIX F: West Orange Library Strategic Plan 2016-2019

IMLS digital inclusion survey

THE WEST ORANGE PUBLIC LIBRARY

West Orange, New Jersey

Strategic Plan

2016 - 2019

Developed in cooperation with

PRO LiBRA® Associates Inc.
Summit, New Jersey

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A Message From the Board of Trustees

As residents of West Orange and active Library users, it has been a great honor for us all to play a pivotal role in something as significant, meaningful, and community-defining as the Public Library's Strategic Plan. It is an exciting and challenging time for public libraries, and to be involved in the creation of a roadmap that the West Orange Public Library will adhere to for the next three years is a true privilege. This roadmap, founded upon our new vision and mission statements, is presented here.

The Strategic Plan will be used as a dynamic tool for both the Library's Board of Trustees and the administration to utilize in making public policy and strategic decisions. In light of our constantly evolving environment, one driven by emerging technologies and continual shifts in the community's demographic composition, this plan is designed to position and maintain the West Orange Public Library as a relevant public service entity. This Strategic Plan will be treated as a "living" document, capable of evolving as the community around the Library evolves, to be referenced on a regular and continual basis by the Library's leadership in an effort to guide decision making.

We would like to express our profound appreciation to everyone who dedicated so much of their time and talent to the creation of this plan. In particular, we want to thank the Community Leaders who were interviewed and gave of their time so generously, the Library staff, members of the Strategic Planning Committee, the consulting team of Anne Roman and James Hecht of PRO LiBRA Associates, Inc., and most of all the residents of West Orange who cared enough to participate in the development of the plan.

2015 West Orange Public Library Board of Trustees

Sheri Prupis, President
Desiree Barber, Vice-President
Jane Kennedy, Secretary
Sheila Otner, Treasurer
Lisa Fahoury
Joseph Riopel
Lisa Touzeau (Alt. for Superintendent of Schools)

Ex-Officio Members:
Mayor Robert Parisi
Jeffrey Rutzky, Superintendent of Schools

ACKNOWLEDGEMENTS

Several groups and individuals contributed their experiences, opinions and insights to the development of this plan. As a publicly-funded community institution, a great deal of effort has gone into engaging the public in the development of this plan for the Library's future. Library staff members have been involved throughout the process, providing valuable insight into the preferences and needs of Library patrons, as well as ideas and suggestions for new or better ways to serve our residents.

Throughout this planning process, the Strategic Planning Committee met regularly with our consultants to review Library and community data and consider the specifics of current and future Library services with respect to the Library facility, digital media, community outreach, partnerships and technology. The committee served as a sounding board, refining the Library's key service responses and creatively designing a plan of service that is right for the residents of West Orange.

The Strategic Planning Committee would like to acknowledge the support and contribution of the Library Board of Trustees, the Library's governing body that inaugurated the plan and provided input at key junctures during the 8-month planning process. This Strategic Plan will guide our efforts and is intended to set an ambitious course for the future of the Library. We also wish to thank all the members of the community that contributed to the process by completing surveys, participating in focus groups and speaking with the Library Director. Their input into the final plan was invaluable.

Strategic Planning Committee

Sheri Prupis, President-Library Board of Trustees
Jane Kennedy, Library Board of Trustees
Lisa Touzeau, Library Board of Trustees
Dave Cubie, Library Director
Faith Boyle, Children's Services Department Head
Mary Jean Gurzenda, Reference Services Department Head
Catherine LaBelle, Adult Services Department Head
Debra Sarr, Circulation Services Department Head
Donna Sharpe, Senior Clerk Collection Services
Brittany Chiles, Community Representative
Tina Kaplan, Community Representative
Lisa Suss, Community Representative

Consultants

James M. Hecht, Planning Consultant
Anne M. Roman, Planning Consultant

PRO LiBRA® Associates Inc.

EXECUTIVE SUMMARY

The West Orange Public Library seeks to respond in the most effective manner to the current and evolving needs of its patrons. Our goal is to continue to help our residents thrive and grow in the 21st century by nurturing learning, supporting economic advancement and strengthening our community. Due to the financial constraints facing libraries combined with rapidly changing technology, it is more important than ever for our Library to identify its priorities for the future and review all aspects of current Library operations. In recent years, due to reductions in the annual budget and changes in staffing, the staff and the Board of Trustees have become more resilient and innovative. Prior to 2016, the Library became a member of the BCCLS Library automation consortium, created a Teen Space with grant funding, made adjustments in staffing, increased funding for programming, started a world language collection, and reduced the print reference materials' budget and collection as we moved to digital options.

To identify priorities for the next three years and to enable the Library to use its resources most efficiently, the West Orange Public Library trustees embarked upon an eight month strategic planning process during the summer of 2015. This Strategic Plan spells out how the Library will enhance the community by providing a local gathering place that will promote a continuum of educational and entertainment programs and services. The Library will continue to pursue and broaden our partnerships with community organizations and the business community to provide patrons of all ages with enhanced opportunities for reading, viewing and listening as we promote lifelong learning from birth through the senior years. To achieve this we need to offer an active calendar of programs and classes and continue to build diverse collections that enable people to pursue a self-directed education in addition to supporting our local educational institutions.

Early in the process, the Planning Committee reflected on the Library's current operations, its strengths and opportunities for change and growth. The Library Board of Trustees and the staff conducted visioning exercises to help develop the new mission and vision statements and a set of core values to provide the foundation upon which staff and trustees will work and interact with each other and the community they serve. The committee then assessed all the information collected from the surveys, focus groups and meetings with community stakeholders plus demographic data and Library statistical analysis to determine the service responses that will guide the West Orange Public Library for the next several years. Objectives are listed under each service response to help achieve that goal. The staff developed action steps for the first year and will continue to develop and modify the annual action steps for each year of the plan. Success measures were created for each service response to measure the Library's effectiveness in achieving its goals.

COMMUNITY ENGAGMENT IN PLAN DEVELOPMENT

"Libraries have been my home away from home all my life. They are such valuable resources, for a variety of needs and regardless of income/background. Priceless!"

"Like having good schools – a good educational system including the Library should be part of the town."

Community engagement was central to the plan development process. In an effort to define the community's opinions on the Library and service expectations, the needs assessment process involved broad community participation and input that included a survey designed for both users and non-users, focus groups, and eleven one-on-one interviews with community leaders conducted by the Library Director. These activities were undertaken to ascertain the perceptions of West Orange residents about their Library and to solicit positive and negative comments about the programs and services provided. Residents who attended the focus groups were highly engaged and provided relevant observations that played a key role in the development of the Library's major service responses, which will guide the Library's strategic and operational efforts over the next three years.

Focus Groups

The consultants conducted five focus groups that targeted specific groups of users: the business community, parents of young children, teens, adults ages 25 to 55, and seniors. At the focus groups our consultants listened to feedback about what the Library means to the West Orange community and what improvements could realistically be made in the next few years. The following topics were discussed at these activities:

- Importance of a public library in the community
- The Library facility
- Space for teens
- Communications and marketing
- Public perception of the Library facility
- Programming for adults, teens, and children
- The Library's collections
- The Library's website, access to research databases, and public computers
- Customer service attitudes

Participants also shared their thoughts on what barriers (if any) prevent them or members of their family from using the Library or making the most of its resources and what other libraries in surrounding communities they use and why.

Library Surveys

A survey of Library users was conducted during the fall of 2015. In all, 417 responses were received both online and in print. Of the residents responding to the user survey, 44%

were between the ages of 18 and 54, some filling out the survey with services to their children guiding their responses, and 53% were 55 or older.

Interviews with Community Leaders

The Library Director conducted one-on-one interviews with eleven community leaders:

Douglas Adams, Joy Church of God
Pat Duffy, Health & Welfare Department
Jerry Guarino, Township Council
Bill Kehoe, Recreation Department
Suzanne McCartney, Township Council
Robert Parisi, Mayor
Rudolpho Rodriguez, Hispanic Foundation
Jeffrey Rutzky, Superintendent of Schools
John K. Sayers, Township Business Administrator
Ysabel Stowe, Business Owner
Rabbi Eliezer Zwickler of Congregation Ahawas Achim B'nai Jacob David

A STIMULATING ENVIRONMENT FOR LIFELONG LEARNING AND COMMUNITY INTERACTION

The plan also addresses the need for a variety of improvements to the Library facility, especially better utilization of existing space, so that the Library can successfully achieve its vision of the future to "*be a welcoming and lively center for lifelong learning and literacy, personal enrichment, and community interaction as well as a major contributor to the prosperity and growth of our town.*" Accomplishing this, however, will require a concerted effort on the part of the Library board, township officials and residents who regularly use and rely on the services provided.

Notably, the comments received on the community survey and those that were expressed during the focus groups indicate a high level of support for the Library and praise for the helpfulness and the customer service ethic of the staff. In the survey, 92 respondents felt that the entire building needed to be modernized or refreshed. A few examples of suggested improvements were better lighting in the stacks, a more welcoming first impression upon entering the Library, a larger lounge area, and more parking. A major reason West Orange residents use other libraries is that other communities offer facilities that are more inviting than West Orange.

Service improvements include revamping of the Library's website and an enhanced marketing campaign to increase the community's knowledge of all the Library resources and programs that are available.

The Library Board of Trustees, staff and Strategic Planning Committee hope that this plan will provide the impetus for changes in the services we provide and to the Library facility. The plan is a guide that prioritizes our work; shaped with the understanding that change is inevitable and we will remain flexible, adaptable and focused on serving the community.

MISSION, VISION AND CORE VALUES

MISSION

Our mission describes the primary purpose of the Library and reflects our commitment to the community.

The West Orange Public Library provides a stimulating and supportive environment for lifelong learning, literacy and the enjoyment of reading through free and open access to relevant collections and engaging programs.

VISION

Our vision describes the desired or intended future state of the Library in terms of its fundamental direction and the educational and social scenarios that the Library is motivated to help sustain in the community.

The West Orange Public Library is a welcoming and lively center for lifelong learning and literacy, personal enrichment, and community interaction as well as a major contributor to the prosperity and growth of our town. The dedicated and knowledgeable staff serves all patrons, promotes the love of reading and self-expression, and through a dynamic global network of resources, provides a physical and virtual gateway to information literacy.

CORE VALUES

Our core values are principles that guide the Library's current and future actions both internally and externally. We place great value in:

- *Excellent customer service*
- *Free and equal access to Library programs and services for patrons*
- *Private and confidential use of Library resources*
- *A commitment to providing diverse materials, technologies and staff to reflect the community we serve*
- *Providing an accessible, inviting facility*
- *Promoting good environmental practices*
- *Creating partnerships between groups and organizations that share similar missions and values*
- *Fiscal responsibility*
- *Encouraging and supporting staff development*
- *Respect and trust in each other, our work and our daily interactions with our patrons*

OUR SELECTED SERVICE RESPONSES

To guide the work of the Strategic Planning Committee, the consultants conducted five focus groups, held information gathering sessions with the staff, the Strategic Planning Committee and the Library trustees, and collated the results of a survey that was completed by 417 residents. Additionally, the Library Director met with community leaders that included the mayor, business administrator and the superintendent of schools.

The planning committee also examined analyses of the Library and the West Orange community, reviewed Library statistics benchmarked against comparable libraries in New Jersey and studied Library revenues and expenditures for 2014.

In order to provide the best possible Library for the West Orange community and to strive for continued excellence in its program of service, the Strategic Planning Committee recommends that the West Orange Public Library focus a significant part of its financial, personnel and physical resources on the following six service responses during the next three years:

(Note: Service Responses are in alphabetical order - not priority order.)

Celebrate Diversity: Cultural Awareness

Library patrons will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

West Orange is a diverse community and residents are proud of their heritage. Many rely on the Library to pursue a comfortable life, find employment and integrate into the community. According to the 2010 census, 28% of the population is foreign born and survey respondents indicated that 29 languages other than English were spoken at home. When asked what Library services non-English speaking residents would be interested in, 50% of those who responded to that question said books and magazines in languages other than English as well as ESOL classes. Other services mentioned included foreign language instruction, story times in native languages and partnerships with the schools to teach second generation ESL.

Connect To The Online World: Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever growing resources and services available through the Internet.

The importance of keeping up with the latest technologies was mentioned often in both the survey responses and the discussions that took place in the focus groups. While the majority of all survey respondents indicated that they would like to see the Library's collections (books, DVDs, and CDs) increase, over 23% also said that they would like greater availability of e-books and downloadable audiobooks and that accessing research databases was an important service.

Wi-Fi was important to 28% of those who responded to the surveys; although several mentioned that at times there was spotty Wi-Fi service. Several comments were made suggesting that the Library further develop technology classes or provide assistance with learning to use new technology and mobile computing devices. Several community leaders interviewed said that it was important that the Library keep current with the latest technologies and to play a significant role in providing technology training and introducing residents to new technologies.

Create Young Readers: Literacy From Birth Through Age 12.

Children from birth to age twelve will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Children from birth to age 12 will have collections, programs, services and technology chosen or created specifically for their needs. The Library will assist parents in their efforts to prepare their young children to enter school ready to learn, read, write and listen. The Library will continue to supplement and support children's elementary school education and further a love of reading, creativity and imagination.

In West Orange, 1/3 of the households have children under the age of 18 and that same percentage said that children's books and programs were important Library services. Focus group participants agreed that the Library plays an important role in preschool literacy and that good youth collections and relevant programming were important to the community and helped to build a foundation for early literacy skills.

Programs for kids remain very popular. In 2014, the Library offered 246 programs with an attendance of over 8,600. Parents indicated they would like to see more weekend programs and suggested more craft type programs, a children's book club and storytimes in Spanish.

Stimulate Imagination and Satisfy Curiosity: Providing Library Materials and Programs for Entertainment and Lifelong Learning

Residents who want to enhance their leisure time, to explore topics of personal interest and to continue learning throughout their lives will find the resources and programs they want in a wide range of traditional and emerging formats.

A vast majority of all survey respondents indicated that they had borrowed books during the past year (72% fiction and 60% non-fiction) and new books and best sellers were very important to them. Of equal reported importance was the availability of various non-print media such as DVDs (34%) and books on CD (20%). Nearly half had borrowed a DVD in the past year.

Twenty-one (21%) percent of the respondents indicated that they had downloaded a book in the last year, a service that continues to gain in popularity. Also, nearly one in four said that they wanted more downloadable books and music. Several focus group participants said that the Library's collection, including those available through BCCLS, needed to be expanded.

The Library's interlibrary loan service through BCCLS was extremely popular with 201 respondents (48%) having used the service in the past year. All agreed that this service should be a top priority for the Library.

Having the ability to borrow items from other libraries that are part of BCCLS was highly regarded although survey respondents and focus group participants indicated they would like the West Orange Library to improve/expand its own collections. Comments during the focus group session with older adults were extremely supportive of more diverse programming and offered many examples of the types of programs they thought would be of interest to Library users including author lectures, history and current affairs, concerts, family art programs, gardening and crafts.

A major area of concern expressed in focus groups and on the surveys was the lack of publicity. When asked why they did not attend programs or utilize other Library services, one of the major reasons cited was they did not know about them.

Understand How to Find, Evaluate and Use Information: Information Fluency

Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.

Over 25% of West Orange residents over the age of 25 have a bachelor's degree and 20% have a graduate or professional degree. Responses to questions about the Library's collections on the surveys and in the focus groups indicate that there is a high expectation for the Library to provide a wide variety of accurate resources in many different formats.

Residents still seem to be reliant on the Library's reference services as 36% of the survey respondents sought research help from a librarian during the past year. Additionally, many residents have long commutes to and from work (over 32 minutes), so visits to the Library are often difficult to fit into busy schedules. It is important that the Library continues to provide responses to reference queries quickly and accurately. Additionally, it is important to provide easy access to online tools and resources via the Library's website. Nearly one in four felt that accessing the research databases was an important service although some focus group participants were not aware of their availability on the Library's website and that there should be more publicity about them.

Visit a Comfortable Space: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

It was evident from the comments made during the focus groups that residents are proud of their Library and strongly support it as one of the best values for tax dollars. Library staff gets very high marks for helpfulness and great customer service as indicated consistently in the survey responses and from focus group attendees.

With respect to the Library facility there were many comments made during the focus groups and in the surveys that improvements were needed and there could be better utilization of space. In the survey, 92 respondents felt that the entire building needed to be modernized or significantly refreshed. Specific suggestions included:

- Better lighting in the stacks and more natural lighting
- Better first impression when entering the building
- More comfortable seating
- More convenient parking
- Fix exterior
- Larger more inviting space for teens
- Quiet study areas
- Self-checkout stations

Several people commented on the survey that they used other libraries that had nicer Library facilities.

Library computers are heavily used and the space dedicated to this service is important to maintain in order for the Library to offer significant and usable virtual space. Patrons would like longer computer time and the space for patrons to use their own laptops is important, as is a robust Wi-Fi connection.

Nearly 50% of respondents indicated that the Library's website was an important service and necessary for a seamless connection to the virtual services offered by the Library. Nearly 3 out of 4 of the survey respondents would prefer to get information about the Library through the Library's website. There were, however, comments made by attendees at the adult focus group about the need to make the website more visually appealing and that the Library publicizes the resources available through the website.

LIBRARY RESOURCES NEEDED TO IMPLEMENT OUR PLAN

Funding

More than 90% of the Library's annual budget comes from the municipality and is derived from a New Jersey Library funding formula based on community property values. It is essential that the Library identifies as service responses not just what they can do efficiently, but what is truly desired by the community and thus provide the most effective service by reallocating resources to the priorities deemed the highest in community feedback and analysis.

The annual budget covers personnel, building operation and maintenance, computer hardware and maintenance, membership in BCCLS (Library automation) Library materials in all formats, programming, supplies and training. Over 80% of the Library's annual expenses involve personnel costs and building operation and maintenance – the two most expensive line items in the budget.

Joining a multi-Library consortium like BCCLS with 77 member libraries in four counties, benefitted the Library by providing shared resources, technical support, online resources for patrons to borrow, and automation costs based on the buying power of a large consortium of public libraries. The new plan encourages building partnerships with local schools, other township departments, social and cultural organizations. This would help to reduce the duplication of services, allow each organization to focus on what it can do best, and advance publicizing activities across agency lines.

The desire for building renovations and improvements expressed in the survey results and by participants in the focus group sessions is not covered by the annual budget. It is advisable for the Board of Trustees to begin exploring fundraising possibilities and the creation of a Library foundation paired with the development of a five year capital budget request for the township.

Staff

The Library is open 60 hours each week including 3 weeknights and Saturday and Sunday. The total number of employees based on the total hours worked throughout the year is 19.4 full time equivalents with 8.4 full time equivalent librarians. However, this figure that has historically been supplied to the State Library over the past few years, includes the hours worked on Sundays by existing staff as well as the workers supplied by outside vendors. The actual number of employees on the West Orange payroll is 17.2, making it the lowest employee total among libraries of a similar size in New Jersey. In recent years the Library has lost staffing hours that are equivalent to 4 full time employees. The survey revealed that 85% of the respondents rated the customer service they received either Excellent or Very Good. Library improvements desired by residents indicate a need for more one-on-one and small group training in technology and the use of online resources. There is also strong demand for more children's programming throughout the year and additional offerings of programs and workshops for

adults. These initiatives in addition to maintaining adequate staffing levels at the public service desks during the 60 hours the Library is open each week would require additional staff hours and/or the implementation of self-checkout stations so that Library patrons can serve themselves for routine checkout tasks. The Library needs to develop a staffing plan to meet changing demands and to deliver expected service for residents that includes updating job descriptions for all personnel.

To remain vital in today's culture, the Library needs to increase its presence and visibility online and connecting to the public through social media. Staff will need to be responsible for frequent updating of the Library website, Facebook page and other social media. The survey showed that 76% of the respondents wished to get their information about the Library from the Library website. All of the focus group sessions revealed the need for increased and improved communication with the community so that they are well informed about Library programs and events. Library patrons would like to receive regular electronic notices and newsletters from the Library to keep abreast of activities, new services, and additions to the Library's collections. In a community as large and as diverse as West Orange, the Library needs to establish an ongoing outreach program with both public and private schools and local clubs and organizations to reach both Library users and non-users. As libraries evolve in the 21st century the focus on outreach and public relations is of vital importance, yet it is another labor intensive task.

The Library should consider creating a dedicated part-time or full-time public relations and marketing position. In addition, define ways in which volunteers and interns from local college and universities may be able to provide both routine help and assistance with special projects. Retired executives may be willing to volunteer to help residents and local business owners who may need career and business advice and assistance.

Facility

Residents expect the Library to adapt to their changing needs and create a warm, welcoming and comfortable environment similar to bookstores and coffeehouses where people can relax, read, access the Internet, attend a program or browse the Library's collections at their leisure. As a community gathering place with multiple activities occurring at the same time, the Library is expected to have differentiated spaces for quiet study and reading, space for computer use and research, space for collections of print and non-print materials and meeting space to accommodate informal community gatherings, conversations, discussions, training, and programming.

Building improvements that were identified in the survey were the need for quiet study rooms (20%), more convenient parking (28%), modernization of entire Library building (23%), and Library kiosks or book returns in other parts of the township (27%). The desire for more workshops and technology training classes indicate a need for small classrooms or multipurpose flexible spaces that can be used for small group programs, community meetings, and training classes. Wi Fi service at the Library is important to many users and this requires not only robust connectivity but also charging stations and adequate seating for those visiting the Library and using their own devices. The Library that was constructed in 1959 and expanded in 1979 does

not sufficiently provide for these new demands. Patrons expressed a desire for new shelving to showcase recent fiction and improve the "browsing experience." There is an untapped resource in the basement storage areas that could be converted into either multipurpose flexible spaces or office space. These needs combined with an overall refreshing and modernizing of the main floor suggest that the Board of Trustees should contract with a skilled professional(s) regarding upgrades to electric and technology needs plus space allocations for the Library's collections, programming areas, technology training, study areas, lounge seating, and meeting room space.

Collections

During our survey period, we discovered that the Library's collection of books and non-print materials is still the most used service and ranks high in importance to Library patrons along with the ability to reserve items and request items from other libraries. Even today, with all the available technologies, interest in reading the printed book is still high among all age groups. This is highlighted by the fact that 77% of survey respondents answered that they borrowed adult fiction books and 64% responded that they borrowed adult non-fiction books in the last year. During the focus group sessions, participants expressed satisfaction with the adult and young adult book collections. Parents would like to see the Children's Room print collection updated and refreshed. The DVD selections (adult and children's) received a more mixed response indicating they need some attention which translates into more funding to support these collections. The desire to borrow music on CD has decreased and that collection plus the print reference collection appear to be the least important to survey respondents. Less than 12% of survey respondents replied that they used the print reference collection in the last year. The Library needs to investigate the feasibility of phasing out the non-print music collection now that they have started offering downloadable music to residents. In recent years, the print reference collection was reduced by 75% and free digital options were reviewed as replacement sources. In a multi-ethnic community such as West Orange there is a need to increase the purchasing of books in languages other than English to enhance the new World Language Collection and to maintain a sizeable literacy collection to support the needs of English-As-A-Second Language residents. Our survey indicated that 50% or more respondents would be interested in books in languages other than English and magazines and newspapers from other countries for non-English speaking residents.

There is a strong demand for a sizeable browsing collection that would include not only the newest books but other titles that have been published in the last one to two years and/or suggested reading selections. The Library needs to make it easier to browse the collection throughout the Library by creating displays using bookstore concepts like easy to reach shelving, face-out displays, and display tables. This may necessitate the allocation of funds for some new furnishings. The collection development plan should be updated in order to rebalance and renew the collection. There are many books in storage due to lack of space on the main floor. The "storage" collection needs to be evaluated to determine if that is the best use of space.

The amount of discretionary spending available for Library materials becomes more limited each year as costs rise in all sections of the budget. Expenditures for Library materials are approximately 12% of the overall budget. Satisfying the diverse interests of community members is a challenge as the Library materials budget decreases or remains flat. This challenge

is compounded by the need to provide residents with multiple formats for a single title such as a hardcover book, large print book, audio book and e-book. Grant funding and fundraising for collection development should continue to be pursued.

Technology

In 2015, West Orange Public Library became a member of BCCLS, the largest Library consortium in the state. This will enhance the capabilities of the Library's automation system and provide more cost effective upgrades as part of the annual consortium fees. The consortium will also provide technical support staff and expertise for BCCLS' computers.

The Library currently has 27 computers for public use with printing capability and a system was recently installed to monitor these computers and improve print management. Survey respondents indicated that 16% of them used the Library's desktop computers and 20% of them accessed the Library's Wi-Fi for a personal laptop or mobile device while visiting the Library. A computer replacement schedule for both public and staff computers needs to be developed to ensure that they have sufficient memory and speed to meet customer and staff needs.

The proliferation of hand-held devices such as e-readers, tablets and smart phones has resulted in a need to offer technology assistance in addition to regular computer training classes offered by Library staff. Staff members who are knowledgeable in basic computer maintenance, troubleshooting, and routine functions are needed to instruct and assist the public. The rise of social media online and the abundance of "apps" on mobile devices create new opportunities for staff to educate the public and improve residents' information fluency. The Library may wish to investigate the feasibility of providing technology devices for loan to customers and staff such as iPads, Kindles, and other tablets and electronic reading devices.

As the Library moves away from a print reference collection and replaces it with online sources, staff needs to teach Library patrons of all ages how to find, evaluate, and use resources they find online. This involves not only training in small group classes but also creating pathfinders on different topics that can be posted on the Library's website and distributed in the Library.

Recognizing that many of our residents are not able to visit the Library due to long working hours and other time constraints, the Library should strive to maintain a website that is easy to navigate, up-to-date, and contains links to a variety of free and reliable information so that the website can function as a virtual Library for those who are unable to visit in person. The website and Facebook page along with other social media tools are becoming increasingly necessary to keep residents informed and engaged about Library activities and services.

To succeed as a 21st century public Library, staff expertise needs to transfer from traditional reference service to increased technology support not just in maintaining the hardware and troubleshooting when problems arise, but as educators and guides in the Internet world.

CREATING OUR PLAN: THE STRATEGIC PLANNING PROCESS

In the summer of 2015 the West Orange Public Library Board of Trustees contracted with a consulting firm to provide a strategic plan developed through community research and a thorough analysis of the municipal Library. The last recession has left a lingering impact on public Library funding throughout New Jersey and the rest of the country even as our economy continues to improve. Library funding is gradually increasing, but at the same time employee benefit costs and building maintenance costs continue to rise significantly straining the budget. In addition, West Orange recently joined the BCCLS Library consortium, a new Director arrived in 2014, and the Library has had to reduce some full and part time staff hours. A Library facility that needs sprucing up and space reallocation combined with rapidly changing technology and significant changes in how people access both information and recreational materials led the Board of Trustees to recognize that the development of a strategic plan was of the utmost importance. A roadmap was needed to guide the Library as it updates and improves the building and develops services to best meet the community's needs and ensures the future success of the Library.

The Library contracted with PRO LiBRA Associates, Inc. to embark upon the Library's first strategic planning process led by James Hecht and Anne Roman. The eight month process that followed guidelines developed by the Public Library Association and the New Jersey State Library began in July 2015. The Strategic Planning Committee was comprised of twelve members that were selected from the Library Board of Trustees, Library staff, and members of the West Orange community. Four planning committee meetings were held and the committee communicated online between meetings. All meetings were facilitated by the consultants. During the first phase of the project the consultants met with all of the Library staff and the full Library Board of Trustees to review and analyze the Library's strengths, weaknesses, opportunities and threats in the current environment. The community profile was reviewed by studying 2010 census information, the Library's expenditures and revenues for the year ending in December 2014, and Library usage statistics for the last three years. Library output measures were benchmarked by comparing the West Orange Public Library to other New Jersey libraries that serve communities with a population of 40,000 to 50,000 and annual expenditures of $1,500,000 to $2,500,000.

Under the direction of Dave Cubie, Library Director, trustees and staff identified various community leaders to be interviewed by the Director, organized five focus group sessions conducted by James Hecht and Anne Roman, and surveyed Library users via the Library website and visitors within the Library.

The Library Director met one-on-one with 11 community leaders from West Orange to explore their opinions of the Library and to assess what was most important to each of them and the organization that they represent. The consultants conducted five focus groups with residents. These groups included members of the Business Community, Parents of Young Children, Teens, Adult Library Users Ages 25-55, and Seniors. In addition, a survey of Library users was

conducted during October and November of 2015. In all, 417 survey responses were received both online and in paper format.

Upon the completion of all the community research, the Strategic Planning Committee reviewed the eighteen Library Service Responses outlined by the Public Library Association in *Strategic Planning for Results, 2008 edition*. This process involved identifying and prioritizing "service responses" or typical Library services that could be provided in response to a community's needs and expectations. The committee carefully evaluated the critical resources required for the successful provision of each response against the West Orange Public Library's current and anticipated financial resources, building facilities, technology, existing collection and staff expertise. After much deliberation, the committee developed service responses that would become the organization's focus for the next three years. Objectives were created for each of these six key service responses and action steps for year 1 of the plan (2016) were identified. In order to determine the success and effectiveness of the various action steps, success measurements were constructed to measure the progress of the plan.

Finally, the committee created new Mission and Vision statements plus Core Values based on interviews with the full Library staff, the Board of Trustees, and the Strategic Planning Committee.

PLANNING DOCUMENTS USED IN THE DEVELOPMENT OF OUR PLAN

OUR TOWN – A PROFILE OF WEST ORANGE TOWNSHIP

The Township of West Orange as we know it today first began in 1862 as the smaller town of Fairmount. The name West Orange wasn't actually used to 1863. However, almost 200 years of history encompassing the time before the American Revolution would lead to the eventual founding of the township.

On March 11, 1862, West Orange as we know it today began to take shape. On that date the Township of Fairmount was formed by an act of the New Jersey State Legislature. It was formed by taking a parcel of land from Orange that was once part of the Newark Settlement. A dispute had developed over education by those living on top of the first mountain and the state of New Jersey decided to form a new town with a new school district. The boundary line between the new Township of Fairmount and neighboring Orange was Perry Lane now present day Prospect Avenue in West Orange.

On April 10, 1863 another act of the New Jersey State Legislature created the town of West Orange. It took Fairmount Township's existing population of 102 and combined it with another parcel of land taken from Orange forming the current day West Orange with its present day boundaries. Since parts of West Orange today can trace it beginnings back to Fairmount Township in 1862, that year has always been recognized as the founding of West Orange. The name of West Orange however did not exist until the following year of 1863. In 2012 West Orange celebrated its 150th Sesquicentennial Anniversary.

The residents of West Orange today make up a diverse population with a proud community heritage. The township is governed by a Mayor-Council system of municipal government pursuant to the Faulkner Act, as implemented on July 1, 1962. Each member of the Council is elected to a four-year term of on a staggered basis, with either three council seats or two seats and the mayoral seat up for election every even-numbered year. Township elections are nonpartisan and seats on Council are at-large.

Note: The above condensed profile of West Orange was taken from the West Orange Township website. It was written by local historian Joe Fagan and is included in this document with his permission.

OUR LIBRARY PROFILE

Before 1948, Library access in West Orange was provided by the Orange Library in a small branch at Tory Corner. In 1946, the first West Orange Library Board of Trustees was appointed and residents were finally able to register for membership in their own Library in 1948. The original West Orange Library was located in an old house near the Library's current location where the West Orange High School stood until the early 20th century. That building housed 10,000 books and had reached its maximum weight and space capacity. The floors were buttressed to help them support the weight of the books.

The citizens of West Orange voted to establish a municipal Library in 1950. The "new" Library building at 46 Mt. Pleasant Avenue was dedicated in 1959 and an addition was built in the 1978. The Library's collection now includes 140,000 books.

In 2015 West Orange Public Library joined the BCCLS Library consortium joining 76 other libraries with a unified catalog collection of 3.6 million books and over 6 million items available to residents.

Staffing and Budget – 5-Year Comparison

	2011	2012	2013	2014	2015
Total Staff in Full-Time Equivalents (FTE) *	23.3	20.2	18.4	19.4	19.4
Number of Librarians (FTE)	8.6	7.5	7.5	8.4	8.4
Total Library Expenditures	$2,305,182	2,180,814	$2,049,434	$2,024,417	$2,153,227

*Note: Total staff includes Sunday workers as well as skilled personnel supplied by outside vendors. The actual total number of staff on the West Orange payroll in 2014 and 2015 was 17.2 (FTE) and the total number of certified librarians was 7.5 (FTE).

Organizational Profile

- One stand-alone Library constructed in 1959 and expanded in 1979. Current facility is 25,000 sq. ft.
- Total hours open to the public per week – 60 (includes 3 weeknights and Saturday and Sunday). Library closed Sundays from the end of May to the middle of September.
- Service population – 46,207 (2010 U.S. Census); 46,995 (2014 U.S. Census Bureau estimate)

Financial Data (2015)

- Total Revenues and Expenditures - $2,153,227
- Materials Expenditures - $194,135

Service Statistics (2015)

- Total Circulation – 272,809
  - Adult Circulation – 161,138
  - Children's Circulation – 94,049
  - E-books – 17,622

  Note: Total Circulation includes reciprocal Borrowing – 38,890

- Loans provided to other libraries – 420
- Loans received from other libraries – 780
- Circulation of non-print collections – 31%
- Circulation of electronic collections – 6%
- Reference Transactions – 34,418
- Patron visits – 153,122
- Number of registered borrowers – 32,249 (including 720 non-resident)
- Number of Internet computer users – 31,800 (annually)

Materials and Resources Owned (as of December 2015)

- 126,036 print books
- 36,317 e-books
- 1,821 audio (spoken)
- 1,811 audio (music)
- 18,824 audio (downloadable)
- 6,210 video
- 132 print subscriptions to newspapers and periodicals
- 41 databases
- Total Volumes –140,803
- Total Titles – 123,036

Programming (2015)

- Number of Library sponsored adult programs – 91
- Attendance at adult programs – 957
- Number of Library sponsored programs for young adults (ages 12-18) – 59
- Attendance at young adult programs – 483
- Number of Library sponsored programs for children (under age 11) – 198
- Attendance at children's programs – 7,189
- Total number of community sponsored programs (all ages) – 30
- Attendance at community sponsored programs – 1,002
- Summer reading club participants – 493; Books read – 895

Technology

The Library currently belongs to the 77 member Bergen County Cooperative Library System (BCCLS) and offers a wide variety of technology to its Library patrons. Through the Library's website www.wopl.org patrons can:

- Access the searchable online catalog that includes the holdings of all BCCLS' libraries, view their account, renew titles and place holds
- Download audio and e-book titles, through a shared database
- Access research databases from the Library or from home, on topics as diverse as history, genealogy, literature, full-text newspaper/magazine indexes and career and job assistance
- Access on a computer or download to a portable device a digital collection of over 200,000 streaming and downloadable movies, TV shows, music, and audiobooks using a free service called Hoopla
- Listen to thousands of musical tracks that includes classical, folk, jazz and world music through the Naxos Music Library
- Subscribe to and receive e-mail news about the Library
- Apply for a Library card
- View listings of upcoming programs for adults, teens and children

The Library currently has:

- 26 PCs for public use with Internet access
- Wi-Fi for public use

OUR LEVEL OF USE – A 3 YEAR PERSPECTIVE

Function	2013	2014	2015
Circulation	323,609	247,997	254,187
Reciprocal Borrowing	20,634	13,108	38,890
Items Borrowed from Other Libraries	998	1,161	783
Items Lent to Other Libraries	381	498	420
Public Computer Sessions	37,884	27,806	26,740
Reference Transactions	38,720	21,981	34,418
Program Attendance (Adult, YA, and Children) **	11,597	11,728	9,406
Library Visitors	170,301	152,688	152,122
Registered Cardholders	31,651	32,077	32,249

** Library sponsored programs