ELMWOOD PARK FREE PUBLIC LIBRARY

CAPITAL PLAN

January 2012 - December 2016

ELMWOOD PARK FREE PUBLIC LIBRARY
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Contents

PURPOSE OF THE STUDY

Library services are important to the community. A safe, healthy, and energy efficient environment is essential for providing excellent library services. The purpose of this Capital Improvement study is to help the Elmwood Park Public Library Board of Trustees to plan, schedule, and anticipate financing for capital projects for the next five years. The plan addresses the facility needs identified in the recommendations by Arcari & Iovino. The plan takes into consideration current and projected library services and the age and condition of the building and grounds. The projects detailed in this plan have been identified as necessary to maintain an adequate facility in order to deliver quality library services.

BACKGROUND: BOROUGH & LIBRARY

A Brief History of Elmwood Park
As recently as 300 years ago, New Jersey was Indian territory, roamed freely by the Lenni Lenape, a branch of the Algonquins. That changed as Europeans settlers moved into the area, gradually forcing the native peoples to move west.

Originally part of the Dutch colony of New Netherland, this territory fell into English hands in 1664, when all the land between the Hudson and Delaware Rivers was given as a gift to the Lords Berkeley and Carteret, who named it Nova Caesaria or New Jersey. In 1676 the colony was divided into two portions, with Carteret holding the eastern part of the colony, which became known as East Jersey.

Earliest settlements in East Jersey developed along the western side of the Hudson River near Jersey City and Hoboken as well as on the Hackensack River. In time settlers spread further north and west, locating near other rivers and streams.

This immediate area was attractively situated between two rivers later known as the Passaic and Saddle Rivers. It was part of a tract that was settled in the early 1700s by Dutch farmers, most of them named Cadmus, Toers, Garretson, Van Horn and Van Houten. Later in the century, they were joined by the Van Riper, Doremus, Berdan, Romeyne and Post families as well as others.

When the earliest settlers came to farm this tract, it was part of New Barbadoes Township, but that changed when the township was subdivided in 1716. The tract was then incorporated as part of Saddle River Township for the next 200 years.

Within the large Township, the stretch of land along the Passaic River now known as Garfield, Elmwood Park and Fair Lawn was known as Slotterdam or Slooterdam through much of the eighteenth century.

The tract flourished as farmland until the latter half of the nineteenth century, when this quiet agrarian countryside was stirred by outside forces. A major influence was the Dundee Water Power and Land Company, which built a dam for water power across the Passaic River south of what is today Elmwood Park. The Dundee Dam, completed in 1860 between what is now Garfield and Clifton, promoted development of manufacturing in the area.

Though the land just north of the dam did not receive water power, it was certainly affected by it. With the dam and its subsequent back-up of water and the widening of the river to form what appeared to be a lake, the topography of our immediate section of the river was altered. The lake, called Dundee Lake, became a landmark, providing a popular recreation spot as well as a name by which to identify the contiguous area.

This became evident when in 1872 the New Jersey Midland Railroad Company ran the first passenger train between Hackensack and Paterson. One of the line's stops was on River Drive just north of what is today Market Street. Named the "Dundee Lake Station and Post Office," it gave this portion of Saddle River Township its own separate identity.

Dundee Lake, like the rest of Saddle River Township remained primarily agricultural until the end of the nineteenth century, when farmland around the Dundee Lake and Warren Point train depots and later the trolley line that ran along Broadway was sold to developers. These properties were divided into small home lots, and though few homes were actually built, the community began to change. Also built near the Dundee Lake Depot during this era was the Northern New Jersey Fair Grounds, which, for a number of seasons, attracted many visitors, especially for horse racing.

By the turn of the century, with factory jobs available in nearby Garfield, Paterson and Passaic as well as a local silk mill, increased numbers of people moved to Dundee Lake or commuted here to work. Meanwhile a golf course built along Broadway brought others for recreation. Though the town was still largely agrarian, Dundee Lake was growing far beyond the rest of Saddle River Township and paying almost half of the tax dollars. Its additional population, traffic and commerce required street lighting, roads, sidewalks and other improvements that the rest of the farming community did not.

Angered by repeated delays in appropriations for improvements, a group of Dundee Lake citizens formed a committee to establish an independent municipality. They selected a name for the new community and spearheaded a drive to have a required bill drawn up by the Assembly. After its passage, Dundee Lake residents voted on April 18, 1916, to secede from Saddle River Township. The new town was quickly incorporated as the Borough of East Paterson, and by June, citizens had elected its first public officials. One year later, residents from the Rosemont section of Saddle River Township voted to be annexed to East Paterson, extending the new Borough's borders.

In the decade following incorporation, the Borough obtained services such as water supply, sewage disposal, gas, electricity, door-to-door mail delivery and additional fire protection. By 1930, there was still much available land, but the population had doubled from 2,440 to 4,779. As a result, educational and social facilities, commercial establishments and travel ways were, by necessity, increased or improved.

The 1940s introduced many changes as large tracts of land were purchased for development. Early in the decade the Cherry Hill section was bought by the government to build much needed housing for workers in nearby defense factories, including Wright's local aeronautical plant. But most building took place after the war, with large housing developments as well as the introduction of a thousand garden apartments and a new, modern retail mall on the site of the former country club and golf course. As a result of the post-World War II "boom," our population swelled to almost 16,000 and the needs of the community rose accordingly. As an example, existing schools could not house the influx of students, so three new schools were built in the 1950s.

The next twenty years saw a smaller but substantial surge in population to 22,749 as well as considerable building development. By 1970 the community was ninety-five percent developed, and building became minimal except for family units. By far the biggest change in the community had been additional division by major highways for mass transit. Already crossed by New Jersey State Routes 4 and 46, the town was further divided in the 1960s by the completion of the Garden State Parkway and Interstate Route 80.

In November of 1972, a major decision was reached by residents when the town voted to change the name of the Borough from East Paterson to Elmwood Park. The new name became official on January 1, 1973.

The Elmwood Park Library originally operated in the "All Purpose Room" in the municipal building from 1956 to 1979 when the new library was complete. The "All Purpose Room" measures approximately 1000 sq. ft., the new building measures 12,572 sq. ft.

Elmwood Park Free Public Library

Comparative Schedule of Selected Accounts

December 31, 2011

	2007	2008	2009	2010	2011
Operating Cash	384103.29	312352.22	373852.78	54194.10	160657.64
Building Fund	--	200,000.00	568,330.39	1,225,454.84	1,225,454.80
Cash	248,663.77	271,394.58	125,860.48	13,792.70	13,805.27
Total Cash	535,979.76	783,746.80	1,054,735.16	1,293,621.66	1,399,917.71
Operating Fund Balance	384,103.29	312,352.22	373,852.78	54,194.10	160,657.64
Building Fund Balance	--	200,000.00	568,330.39	1,079,459.86	1,225,454.80

Revenues

	2007	2008	2009	2010	2011
State Aid	16,244.00	19,191.00	19,191.00	7,184.00	7,153.00
Municipal Appropriation	812,249.00	853,704.00	855,144.00	828,428.10	789,248.00
Interest Income	7,152.63	5,059.37	11,901.94	8,240.99	330.34

Miscellaneous	28,001.78	17,597.54	20,629.36	20,408.17	19,160.88

Expenditures:

	2007	2008	2009	2010	2011
Salaries	519,552.06	523,086.08	438,611.48	438,611.48	506,351.64
Books	65,446.52	112,127.16	88,722.77	79,230.38	91,377.49
Total Operating Expenditures	489,027.18	369,503.59	636,802.45	646,446.62	710,845.90
Total Building Expenditures	46,098.24	51,543.56	46,452.17	55,611.89	53,045.56

Excess Revenues Over Expenditures:

	2007	2008	2009	2010	2011
Operating Fund	(11,446.95)	571,498.32	270,064.37	227,814.69	10,659.81
Capital Building Fund	--	200,000.00	568,330.39	1,079,459.86	1,225,454.86

The Elmwood Park Public Library has had "capital funds" for projects as far back as can be documented; some of the money is from the original building construction that was unused. And over the years money has been saved and invested in the NJ Cash Management Funds Account which were liquidated in 2009 and put into the Building Fund.

Unfortunately, the governing body has ignored the library as the building is falling apart around us. The only significant update since the building was opened in 1979 was replacing the HVAC system on the roof, in 1990.

Minor updates that have been completed since 1979, some at a cost others not are:

- replacement of carpet squares (only around bookcases)
- replacement of lighting fixtures to electronic ballasts and energy efficient bulbs
- replacement of chairs and tables
- addition of 2 children's computers which were donated as part of the "Kaplan Fund"
- addition of a high speed Cablevision computer line (Power to Learn Program)
- addition of updated software for the computer lab (donated by Microsoft)

It is expected by the governing body that the Library will pay for all of the expenses concerning this building, which is owned by the municipality, including significant drainage issues surrounding the building and parking lot. In 2010-2011 there was a push by the Council to have our parking lot paved over (at Library expense) because of the holes in the macadam. The issue of the drainage problem was not addressed at all. The Library Board was adamant about not pursuing this "paving fix", as it would only put a band-aid on a major problem and ignore the significant existing problem.

ADA, BUILDING, AND ENGINEERING SUMMARY

Arcari & Iovino was hired to complete an improvement study and ADA compliance review of the Elmwood Park Public Library to identify the significant problems and the general level of barrier-free access at the library and on the grounds.

Recommendations according to ADA priorities and requirements include adjustments to the entrance doors, replacement of knob handles on doors, addition of a van-accessible parking space in the parking lot, replacement of tables within the public seating area, and access to rest rooms.

The building assessment identified deficiencies within the library building. Among other issues, the entrance vestibule should be reconfigured to alleviate the cramped sequence into the library and to remedy the hot/cold draft conditions for the employees. The staff lounge has a small kitchenette unit with a sink and stove. The sink does not have hot water and the stove pilot light is broken. The lounge restroom requires ceiling tile replacement and replacement of the ceramic wall base.

Assessment of the HVAC system noted that the first and second floors of the library are served by a single zone, 50 ton Trane packaged rooftop unit. The unit is a replacement to the original and was installed in 1990. The typical end of useful life for a commercial packaged rooftop unit is 15 years. Therefore, this unit is approximately six years past its useful life and replacement should be a priority in order to minimize maintenance costs as well as avoid the high probability of unit failure.

The following 5-year improvement study is all of the library improvement projects and priorities the work by year and value.

Elmwood Park Public Library

Improvement Study_ Issued 01.20.2012

arcarl iovino
ARCHITECTS PC

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 Shine 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. 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. 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

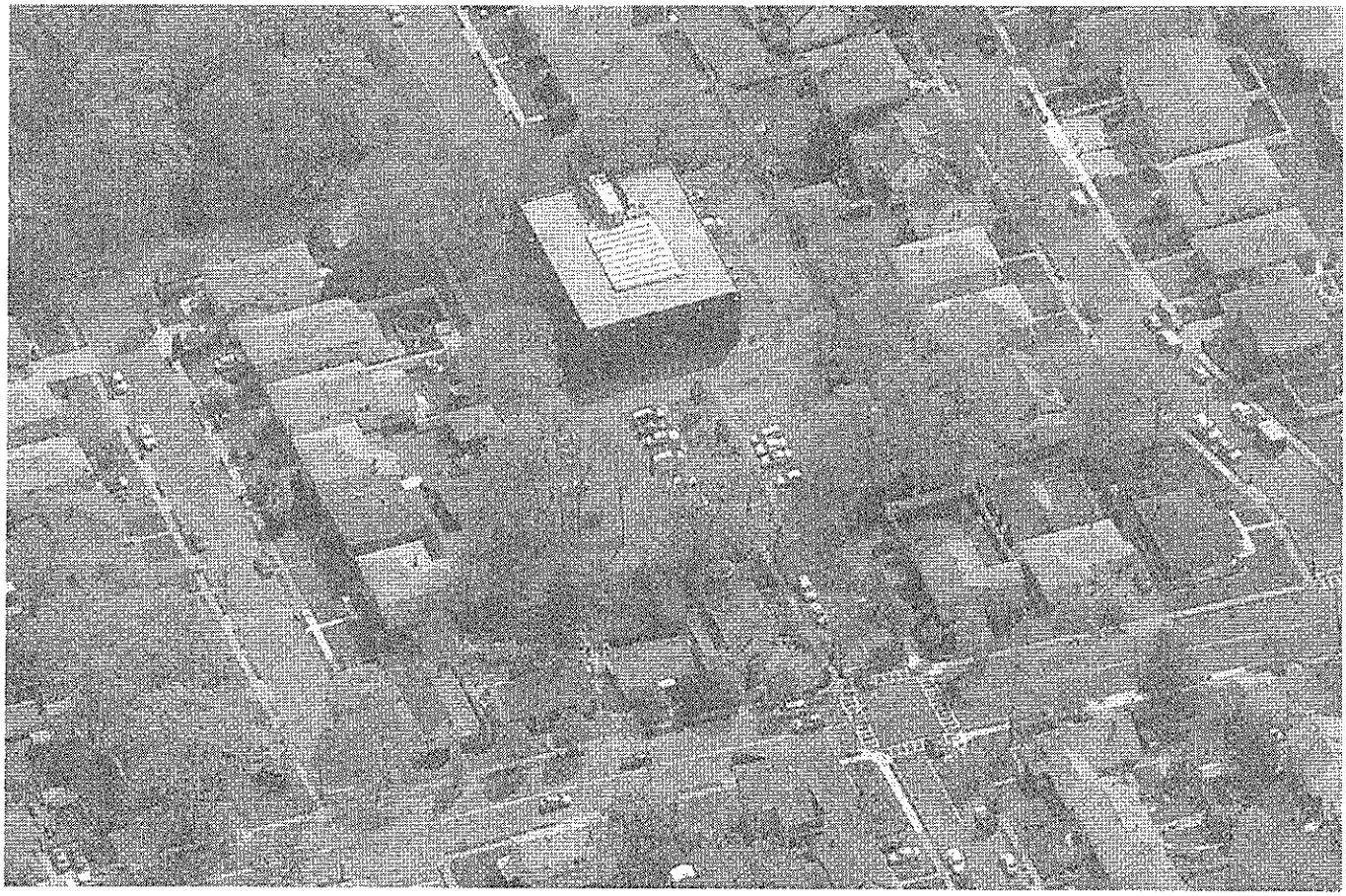
Library services are important to the community. A safe, healthy and energy efficient environment is essential for providing those library services. The purpose of this study is to identify the Library's needed improvements over the next five years.

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

Project Team

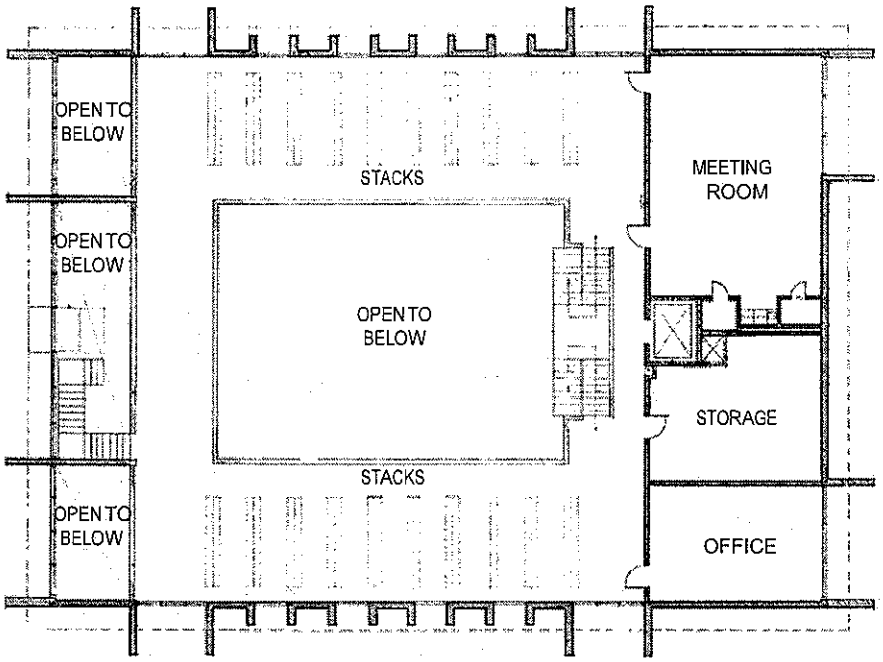
The project team consists of Arcari + Iovino Architects, who were engaged to perform the study, as well as Shine Engineering, a consultant of the architects. Both firms have worked together over the years on public library and municipal projects. The team leaders for this project are Anthony Iovino,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



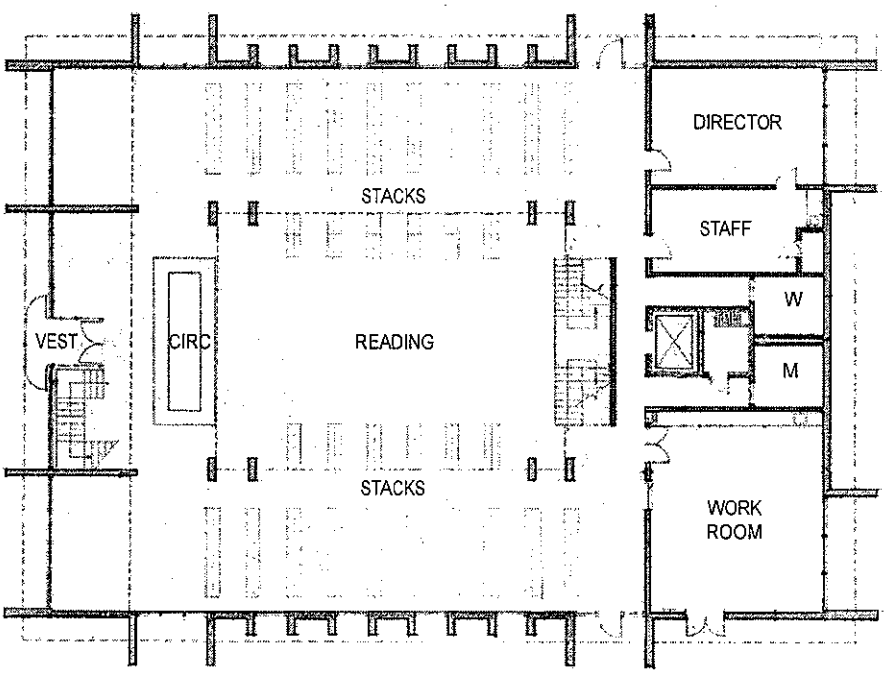
Date of Original Building:	1979
Date of Significant Renovations (if any):	None Occurred
Size of Building:	12,572sf Total (Ground Floor_7,548 gsf, Second Floor_5,024 gsf)
Number of Stories:	2, with limited mechanical basement (207gsf)
Construction Type/ General Materials:	Masonry and Steel Frame

North



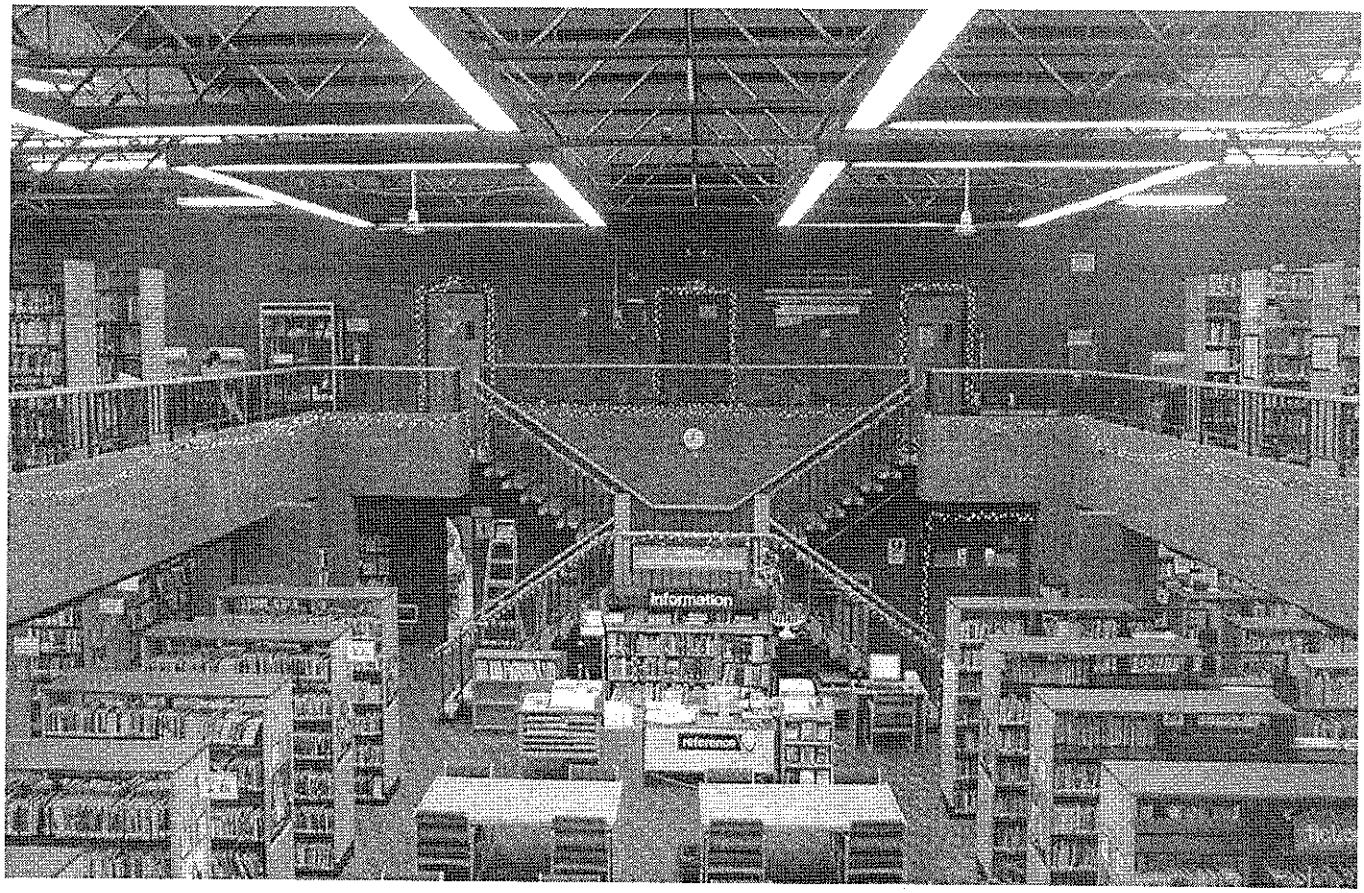
Second Level Plan

0' 10' 30' 50'



Ground Level Plan

0' 10' 30' 50'



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	IMAGE #	LOCATION	SAFETY	SECURITY	ADA	ENERGY	GENERAL	IMPROVEMENT YEAR AND VALUE year 1	year 2	year 3	year 4	year 5	ITEM TOTAL
Mill entire parking lot. Apply new top layer of asphalt paving. New base layer at catch basins.	A1, A4, A5	Exterior	X				X	$35,000					$35,000
Striping of parking lot including ADA compliant spaces and handicap parking designations.	A2, A3	Exterior			X		X	$2,500					$2,500
Option A_Replace all brick pavers and block curbs with concrete walks and curbs. New concrete walkways at staff entrance (including railings) and north side exit.	A6, A7, A8, A9, A10	Exterior	X					$40,000					$40,000
Option B_Reset/Restore all brick pavers and block curbs. Replace materials as required. (Note: cost of this item is not reflected in total cost figures.)								$55,000					
Adjust grade at high catch basin at rear and at benches in grassed areas.	A11, A12	Exterior	X				X	$5,000					$5,000
Vestibule replacement including new doors and automatic openers.	A20	Vestibule				X	X		$35,000				$35,000
Shelving layout adjustments for aisle space	A13	Interior			X			$10,000					$10,000
Circulation Desk adjustments	A13	Interior			X			$7,500					$7,500
Public reading table adjustments	A13	Interior			X			$500					$500
Replace door knobs with levers at 11 doors	A14	Interior			X			$5,500					$5,500
Install automatic door operators at restroom doors	A15	Interior			X			$6,000					$6,000
Replace signage throughout	A14	Interior			X			$3,500					$3,500
Restroom improvements (ADA) including sinks, urinal and accessories	A17, A18	1st floor			X			$20,000					$20,000
Restroom improvements (non-ADA) including low-flow toilets, room finishes; complete at same time as ADA items	A17, A18	2nd floor					X	$18,000					$18,000
Repair brick joint at stair landing	A24	Interior					X		$1,000				$1,000
Replace ceiling tiles at 2nd floor	A25, A26	2nd floor					X			$25,000			$25,000

ITEM	IMAGE #	LOCATION	SAFETY	SECURITY	ADA	ENERGY	GENERAL	IMPROVEMENT YEAR AND VALUE year 1	year 2	year 3	year 4	year 5	ITEM TOTAL
Remove and replace roofing	A27	Exterior				X	X					$75,000	$75,000
Option A_Repair staff lounge stove/sink	A28	1st floor	X				X	$1,500					$1,500
Option B_Replace staff lounge stove/sink. New stove will require a commercial hood per current code requirements. (Note: cost of this item is not reflected in total cost figures.)								$8,500					
Restroom improvements (non-ADA) including low-flow fixtures, room finishes	A29	Interior					X				$12,000		$12,000
Modify railing at stair landing to 42" high	A30	Interior	X					$2,500					$2,500
Replace glass at all storefront/window units (3700sf)	A31,A32,A33	Exterior				X			$130,000				$130,000
Install commercial window shades at front wall	A32, A33	Interior				X	X		$45,000				$45,000
Interior addition of 1,000sf at second floor	A34	Interior					X					$375,000	$375,000
New computer lab enclosure and related work at 1st floor	A35	1st floor		X			X					$25,000	$25,000
Roof top Unit		Roof				X			$110,000				$110,000
VAV Control system		1st & 2nd Floor				X			$45,000				$45,000
Fire Alarm Upgrade		1st & 2nd Floor	X							$55,000			$55,000
Lighting Upgrade	E3	1st & 2nd Floor				X		$48,000					$48,000
Energy Controls/ Occupancy sensors		1st & 2nd Floor				X				$6,000			$6,000
Provide exhaust fan for electrical closet		Staff room					X	$500					$500
Sump pump battery back-up		Basement					X	$1,000					$1,000
Install Cold Water RPZ		Basement					X					$1,500	$1,500
Additional outlets at computers		1st Floor	X					$10,000					$10,000
Additional outlets at reception desk	E4	1st Floor	X					$1,500					$1,500
Computer classroom HVAC unit		2nd Floor					X			$11,000			$11,000
			Year Sub-Total					$218,500	$366,000	$97,000	$12,000	$476,500	$1,170,000
			Professional Fees					$21,850	$36,600	$9,700	$1,200	$47,650	$117,000
			Year Total					$240,350	$402,600	$106,700	$13,200	$524,150	$1,287,000

NOTES:
1. Projected values reflect 2011 dollars and do not represent inflation or owner expected investment returns.
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

The library is situated on a lot that is approached from the west end and is surrounded by residential properties. The library building sits at the highest point of the lot with the surroundings sloping downward to the property limit at each side of the rectilinear tract. Vehicles and most pedestrians enter the library property along Lee Street to the West through the parking lot. This 41-car parking lot includes 2 handicapped parking stalls. The paved area occupies the full 'front' of the property from side to side and includes brick paver walkways. Along the South side of the building the parking lot extends near to the rear property line and provides an additional 5 staff parking spaces. The East and North side of the property are mostly grassed areas. A walkway at the North side connects the front parking area to the continuation of Lee Street at the rear.

The overall condition of the site is fair. There are numerous locations where tripping hazards occur throughout the asphalt and brick paver areas. The asphalt parking surface has potholes and surface defects (image A1). The parking space striping is worn almost completely away, including the required handicap parking designations (images A4, A5). The lot appears to need milling and a new top layer of paving. It is possible that certain areas where the condition is worse, typically at the catch basins, may need new base layers as well.

The pedestrian walkways are made of brick pavers that are contained by a curbing of Belgian blocks. Throughout the entire paver area the bricks have settled and are uneven, causing tripping hazards. The block curbing is uneven throughout and can be perceived as a hazard as well (image A6). The brick walkways are sloped due to the property configuration and, when wet or at freezing, can become slippery. All of the brick pavers and the block curbs should be replaced with concrete walks and curbs instead of resetting/reusing those materials.

Along the South side there is an emergency exit that appears to be used as a staff entrance. There is a sloped walk that leads from the staff parking to the door. This walk has railings on both sides, one of which is falling over (image A7). The brick pavers near the door have settled and produce a sloped landing, whereas a level landing is required by Code. The rail should be repaired and the walk/ramp replaced with concrete (image A8).

Along the North side the concrete walk that leads to Lee Street at the rear, has one area that is cracked and in need of repair but overall it is in good condition (image A9). This side also has an emergency exit door with a sloped brick walk (image A10). There are benches located in the grass area. These are cemented in place but the grade has eroded around them exposing the concrete footing, causing a tripping hazard. The benches should be reset and the grade adjusted at each (image A11).

The rear of the property is mostly a grass area. There are some utilities and a storage shed here. Near to the back of the property is a storm drain inlet. This inlet is raised above grade and is also higher than the adjacent swale that collects water (image A12). The workings of the storm system were not investigated for this evaluation and would require input from the municipal engineer. Each of the inlets observed had a high level of water; it is possible that the system may need maintenance.

When the parking lot is repaved, the two required ADA compliant parking spaces must be properly stripped, including a van-accessible space. Lighting at the parking area should be redone.

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:

Almost all visitors to the library arrive by car. There are a total of 46 parking spaces that includes 2 accessible spaces and 5 staff spaces. The number of accessible spaces is within the required Code amount but at least one of the spaces must be a van-accessible space. This will require an 8-foot access aisle adjacent to the accessible space. The existing configuration allows for this without loss of additional parking. The line stripping required per the ADA must be applied since the existing lines are nearly completely worn away (image A2).

Approaching the building from these parking spaces and other walkways is generally accessible though the site itself is sloped up toward the building entrance. The route of travel is uneven due to the brick pavers and Belgian block curbing (image A6). As noted in the Site Assessment, these surfaces should all be reconstructed. The curb cuts should be constructed at appropriate intersections with the walks to provide a detectable and slip resistant slope.

The building has two front doors at either side of a single vestibule. These doors are of adequate size and arrangement. They have automatic door operators. The inner doors of the vestibule are a pair if undersized 30 inch doors. These doors also have automatic operators. It is noted in the Building Assessment that the vestibule be re-configured. At that time a single 36 inch door should be utilized at the inner vestibule opening (image A20). The exterior door threshold at the north side of the vestibule has a height that exceeds the allowed 0.75 inch limit. This is due to brick pavers that have settled and can be remedied as the walk is fixed.

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 at most location except that the shelving cross-aisle adjacent to the exterior wall at both floors is well undersized at only 23 inches (Image A13). As aisle widths are already greater than 42" the shelving arrangement could be moved/ shortened to accommodate a proper cross-aisle of at least 48 inches each side. Another option is to abut the shelving with the walls and increase aisle widths to at least 60". Yet another option is to create U-shaped aisles by maintaining the current aisle widths (43.5") and abutting shelving with the exterior wall every other aisle; the turn of the U-shape would need to be at least 48" in this option.

Almost all doors in the library have knobs handles instead of levers (image A14). Levers are required since a twisting motion is difficult for persons with disabilities. These must be changed to appropriate handles. The doors within the public spaces which have signs should be ADA compliant. Proper signs should be provided at these and the accessible restrooms doors. The doors to the two public restrooms are of the appropriate size but do not have the required clearance at the pull-side. They are set within a brick-wall corridor and cannot be readily widened to comply (image A15). Therefore, an automatic operator is required at each.

The tables within the public seating spaces are non-compliant but can be easily modified (image A16). The ADA/Code requires a certain quantity of tables to have a minimum height and a minimum knee clearance. The legs of at least one table in each area can be extended to meet the criteria. The service desks at Reference and the Children's areas comply with the maximum height required. The Circulation Desk requires an ADA compliant section to service disabled persons. The desk is 39 inches high at all sides and must have a section that is no more than 36 inches high for 36 inches wide minimum.

Access to the restrooms is another priority item per the ADA Guidelines. There are two restrooms located at the rear of the ground floor that are near complaint but require certain improvements. The sinks, faucets and accessories do not comply with the height and clearance requirements and should be replaced (image A17). There is a 60" x 60" toilet stall at each room (image A18). The toilet in each requires a raised seat to meet the minimum seat height of 17 inches. A grab bar is required at the back wall at each of these stalls. A compliant drinking fountain is located at each floor (image A19).

Building Assessment

The intent of the Building Assessment is to identify the deficiencies observed within the library building. A Site Assessment and an ADA Assessment were performed and are included separately in this report. The Site Assessment touches upon the exterior grounds and elements leading into the building such as the approaches/walkways leading to the main doors and other egress doors. The ADA Assessment identifies non-compliant accessibility items both inside and outside of the building.

The library is a two-story structure with a total of 12,572 gross square feet (GSF). The first floor is located directly at grade and has a footprint of 7,548 GSF. The second floor has 5,024 GSF of area and is open to the ground floor below along the front wall and at its center. The center of this rectangular floor plan is washed in daylight from a field of skylights above this open floor area. There is a small mechanical basement of 207 GSF. Built in 1979, this building has not had any significant renovation or any addition of space. In general, the building is in good condition but requires some repairs and upgrades.

A number of building interior items relating to ADA requirements are noted in that Assessment section. While not repeated here, some items are expanded upon in this section as they relate to the general building.

The entrance vestibule ideally should be reconfigured to alleviate the cramped sequence into the library and to remedy the hot/cold draft conditions for the employees and patrons at the circulation desk that is immediately adjacent to the vestibule door. Visitors tend to bottleneck at the entrance because the circulation desk is within 4 feet of the door and the security gates force are sandwiched between these two elements. With the exterior doors on an automatic operator, they tend to be held open at the same time creating a flow of unwanted winter/summer conditions directly into the workspace and service point at the desk. It is recommended that the vestibule be reconfigured to improve accessibility, patron movement and thermal comfort. (image A20. A23)

The building utilizes brick veneer as its exterior and most interior wall surfaces. This material is in good condition except for one interior open crack at the stair landing. The horizontal joint near to the second floor level has shifted. It appears that the joint can simply be opened, cleaned then caulked. (image A24)

The flooring throughout the library appears to be in good condition. There is carpeting through the public spaces that was installed approximately 8 years ago. The ceilings are predominantly a 12'x12'acoustic concealed-spline tile. These tiles are in good condition at the ground floor but contain numerous water stains at the second floor spaces. Painting these tiles would impact their acoustic qualities and is not recommended. The ceiling tiles throughout the second floor should be replaced for this reason and for the HVAC work recommended at the Engineering Assessment. (image A25, A26)

The cause of much of the second floor ceiling staining is the skylights. Leaks at these skylights have been patched throughout the years and the units themselves appear beyond their usable life. They should be replaced with a new, more energy efficient insulated type. As well, the roofing of the building has been patched a number of times. While it does not require immediate replacement, it should be planned to be replaced fully. (image A21, A22, A27)

The ADA report noted deficiencies in the restrooms. These restrooms have glazed block walls, ceramic tile flooring and wall base, and ceiling tiles as noted previously. The walls and floors require grout cleaning and resealing to facilitate ease of daily cleaning. The wall base is damaged in areas and should be replaced. The ceilings need replacement due to their condition. The toilet stall partitions are rusting and require refinishing. As well, the engineering report recommends utilizing low-flow fixtures and replacing the toilets. (image A17, A18)

The staff lounge has a small kitchenette unit with a sink and stove. The sink does not have hot water and the stove pilot light is apparently broken. These units require servicing. The lounge has a small restroom that requires ceiling tile replacement, glazed-block wall and ceramic floor tile cleaning, and replacement of the ceramic wall base. (image A28, A29)

A section of the railing at the stair intermediate landing is lower than the current Code required guardrail height of 42 inches. It should be modified to meet this height. (image A30)

Throughout the library it was noticed that the window gaskets are separating from the frames. The existing glass is original to the building and is insulated double-pane type. There appears to be a significant sun glare issue at the front westerly facing wall. A tinted film was applied to the upper sections that helps some but darkens the space and makes the building seem less inviting from the exterior. We recommend replacement of the glass within the existing frames with a more efficient, high-performance tinted glass. Installation of a commercial shade at the front wall, such as Mechoshade, would give better control of the daylight and sun glare. (image A31, A32, A33)

In the past the Library had explored an option for additional public space along the south side of the building. Within the footprint of the structure, it would be possible to construct an additional 1,000 square feet of space. The open area of the second floor at the center of the library can be captured as useable space. Columns and floor structure can be configured with minimal impact to the ground floor while the second floor can be substantially increased. (image A34)

The computer lab room at the second floor south corner is difficult to monitor and to staff because of its location and lack of visibility. If the additional space is added it would be possible to create a new computer lab at the front north corner. This would be within staff sightlines and would be more highly used by the public. (image A35)

Engineering Summary

This report presents the results of an evaluation of the HVAC, Electrical and Plumbing systems at the Elmwood Park Library. The services performed included limited research, review of available information, on-site non-intrusive visual survey and meetings with key personnel. Testing of any mechanical and electrical system was not performed.

HVAC Assessment

The first and second floors are served by a single zone, 50 ton Trane packaged rooftop unit. The unit is a replacement to the original and was installed in 1990. The unit has a gas fired heat exchanger with a rated output heating capacity of 800 MBH.

In accordance with ASHRAE, the typical end of useful life for a commercial packaged rooftop unit is 15 years, therefore this unit is approximately 6 years past it's useful life and replacement should be a priority in order to minimize maintenance costs as well as avoid the high probability of unit failure.

According to staff personnel, there have been several complaints from the library employees of uncomfortable conditions. Rooms or zones have been described as too hot or too cold. From engineering principles, these types of complaints are likely to occur due to this system configuration. This facility has several different heating and cooling zones and to satisfy a majority of the facility occupants, the system should be configured to provide multiple zoning.

As stated, the HVAC unit is a single zone unit, thereby supplies all the zones with CFM that meets their design conditions but at air temperatures that satisfies a single sensor point, via the thermostat that is located on the first floor next to the elevator. Therefore, as an example, when the rooftop unit is in occupied mode, the thermostat is satisfied and when the multi-purpose room is at a minimal occupancy, it will still be supplied with tempered air at design conditions which can overcool or heat the room depending on the time of year. It is recommended that the system is replaced with a variable air system. This would include a new gas fired packaged rooftop unit with a Variable Frequency Drive (VFD) motor which can reduce it's airflow based on zone demand. An adapter roof curb may be required for the new unit. The ductwork would be reconfigured to install Variable Air Volume (VAV) damper boxes. The existing configuration of the supply ductwork allows for minimal work to the existing system. Each zone would include a VAV box which will modulate the amount of air being supplied to the zone to properly temper the zone. As the zone becomes satisfied, dictated by a zone temperature sensor, the box will modulate closed. As the VAV boxes modulate closed, the pressure in the ductwork will increase, dictating the VFD motor to reduce speed providing less air. A controller would be required for this system as well.

Computer rooms typically produce an increased amount of sensible heat load to a space and required cooling throughout both the cooling and heating seasons. The rooftop unit was not originally sized to handle this increased load. However, providing more cooling capacity in the main distribution unit and adding an increased amount of CFM to the space is not recommended because this rooftop unit also provides the heating for the facility. Therefore, it is recommended to provide a supplemental unit, approximately 3 tons.

The system has humidifiers that are used to raise the relative humidity of the air being supplied to the space during the winter months or when required. It was observed that these units are not currently operational and it is recommended that they are inspected and repaired as required.

The vestibule has a heated air curtain and electric baseboard that is used to thermally block infiltration of ambient conditions during the winter months. However, the entrance to the library is cold. It is recommended that the unit's operation is inspected and repaired or replaced as required. Another option would be to reconfigure the entrance to prevent a straight path for the air to flow into the library at the circulation desk.

The existing bathrooms and kitchenettes located in the staff rooms and multi-purpose room have individual exhaust fans. As indicated by the library personnel, the staff bathroom fan is not properly operating and is recommended to be inspected and repaired or replaced as required. The fans are controlled by a switch. It should be coordinated with the electrical engineer to provide occupancy sensors in the bathrooms to operate the fans only when the space is occupied.

Ceiling fans are located in the high ceiling which does help in circulation and reducing energy cost.

Plumbing Assessment

This facility has a 2" incoming domestic water service. This service does not include a backflow preventer which is required by the state code, the National Standard Plumbing Code (NSPC) 2009. It is recommended to install a Reduced Pressure Zone (RPZ) or other approved device.

The building's existing fixtures are in compliance with applicable codes (National Standard Plumbing Code) and the U.S. Environmental Protection Agency for the quantity of water usage. However, with the national push to provide water conservation, the existing fixtures should be replaced with water conserving fixtures.

The existing gas fired water heater is currently not operational. It is recommended to repair the unit as required.

The existing elevator machine room has a duplex sump pump. During a power failure, this unit does not have alternate means of operating. Therefore, it is recommended to provide a battery back-up.

Electric Assessment

The facility is served by a 460 volt, 3 phase, 300 amp electric service. The service is sufficient to handle the building loads. The main distribution panel serves (2) two 460v, 3 phase panels, (1) 75 kVa transformer for (1) one 208v, 3 phase panel, (1) 45 kVa transformer for (1) 208v, 3 phase panel, AC-1, the elevator and an electric water heater.

The transformers located in the staff room are obtrusive (Image E1). The transformer should be installed in a new closet to conceal the units. The closet should include a door that provides a minimum of 3 feet clearance in front of unit. Closet is recommended to be provided with an exhaust fan. A 3 foot clearance should be provided at all electrical panels (Image E2).

The power layout is recommended to be upgraded at the recirculation desk and computer area. Additional power receptacles is recommended to be provided in these areas.

The existing fire alarm system is a Fire-Lite MS-5024, non-addressable system. The non-addressable system has a fire alarm control panel which receives information from the devices throughout the library. This system can only communicate with a limited amount of devices and cannot segregate to which device has been tripped for alarm. Though not a priority item for the library, for the future it is recommended that the fire alarm system be upgraded to an addressable system. This provides nearly unlimited programming of the system, speed of detection, identification of the location of a fire and easier maintenance. The existing pull station located at the exits are not mounted per ADA requirements and should be lowered when the fire alarm system is upgraded.

The lighting was upgraded four years ago and is of today's standard. The existing lighting is dated and a lighting fixture upgrade could do a lot for the appearance of the library (Image E3). The existing parking lot pole light controls are recommended to be evaluated and repaired as required.

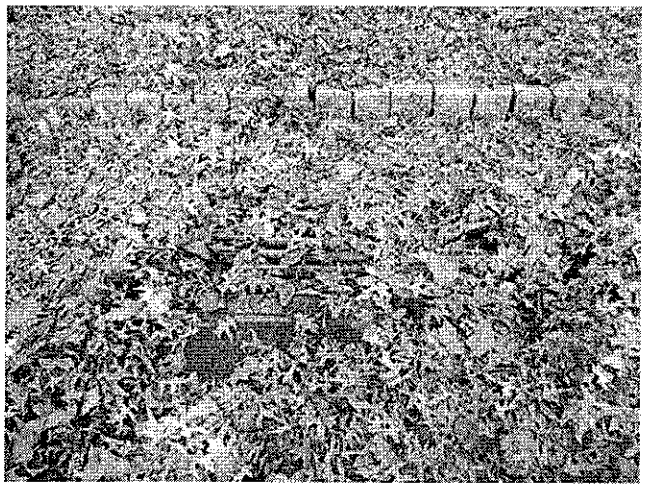
It is recommended to install occupancy sensors to control the lighting in the back offices and bathrooms (the occupancy sensor in the bathrooms should also control the exhaust fans). Occupancy sensors are a good way to reduce the amount of wasted energy usage. The occupancy sensor detects the presence of a person and will continue to operate the lighting fixture. As someone leaves the space in which the occupancy sensor is controlling, a timer begins and will shut-off the lighting fixtures at a specified time, therefore not utilizing energy costs when a person is not occupying the room. Per today's energy standards, automatic shut-off devices, such as occupancy sensors, are required in all buildings greater than 5,000 square feet.

A1 _Asphalt Surface Defects

A2 _Faded Striping

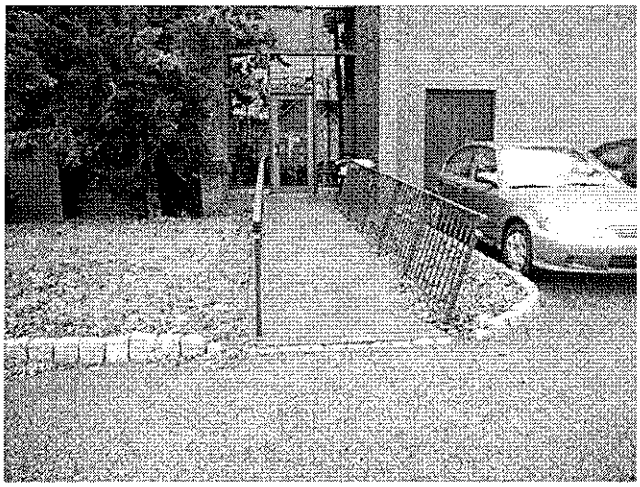
A3 _Faded Handicap Signage

A4 _Catch Basin



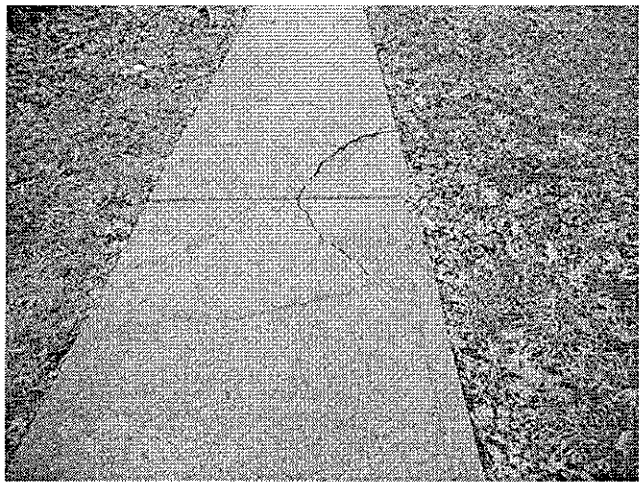
A5 _Catch Basin

A6 _Paver Settlement

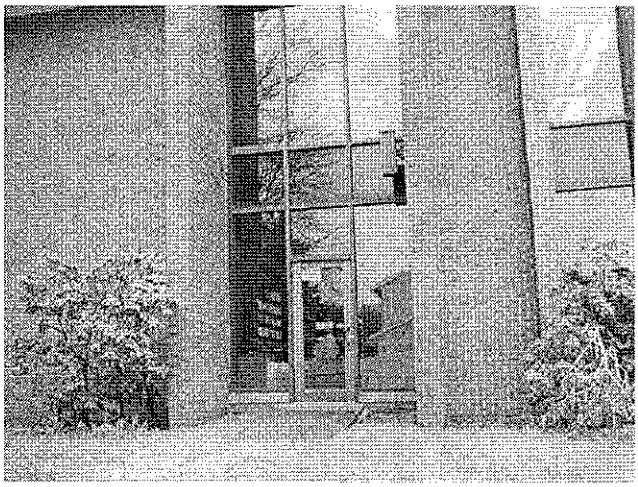


A7 _Falling Railing

A8 _Sloped Landing



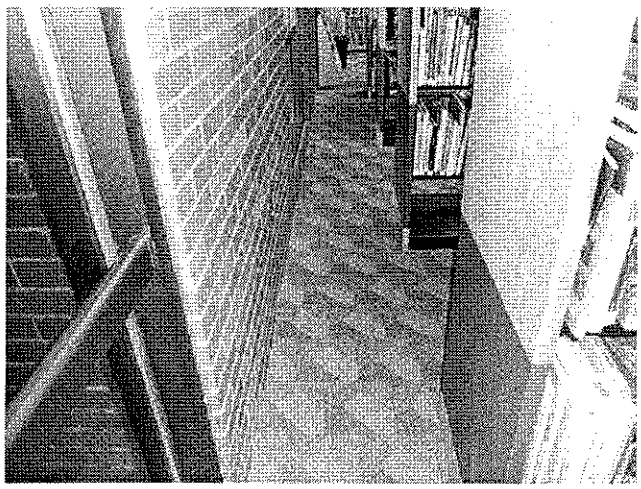
A9 _Cracked Walkway



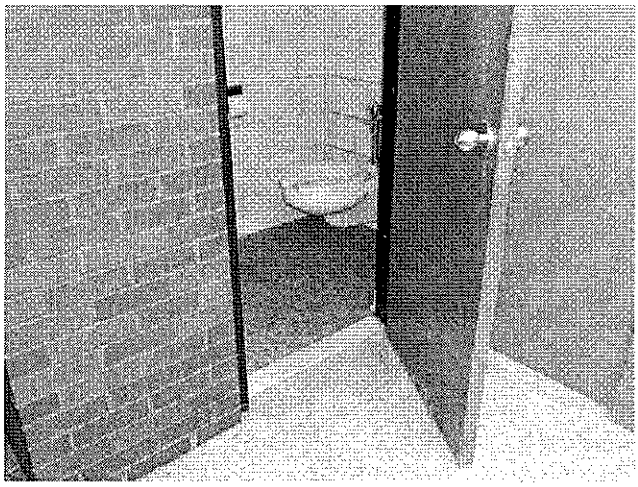
A10 _Sloped Walk

A11 _Exposed Footings

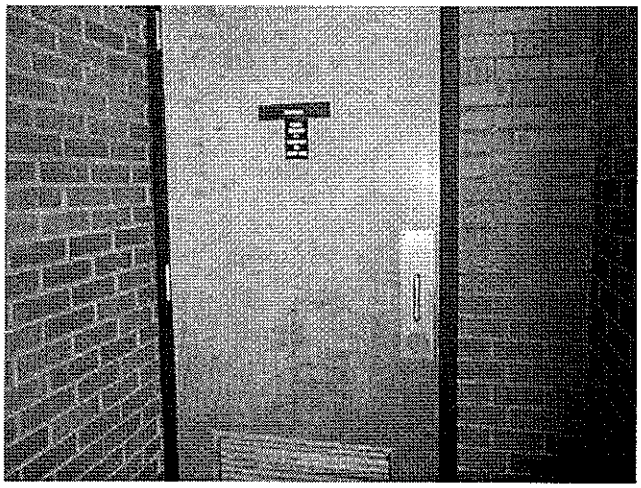
A12 _Raised Storm Drain Inlet



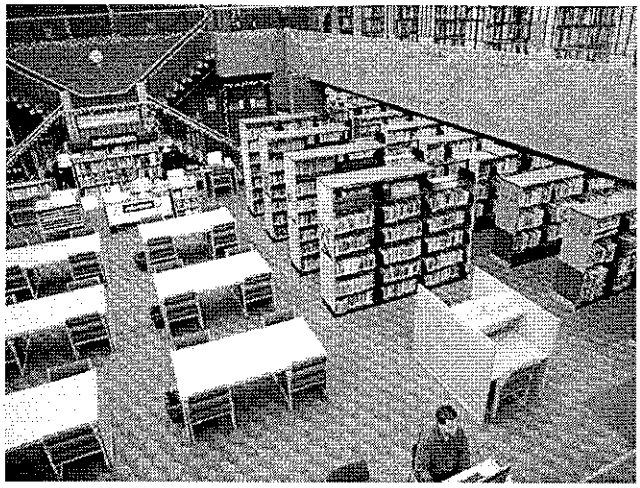
A13 _Cross Aisle



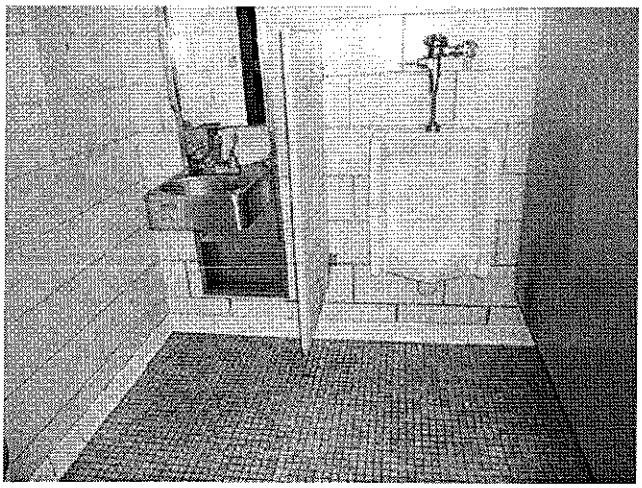
A14 _Staff Lav



A15 _Restroom Door

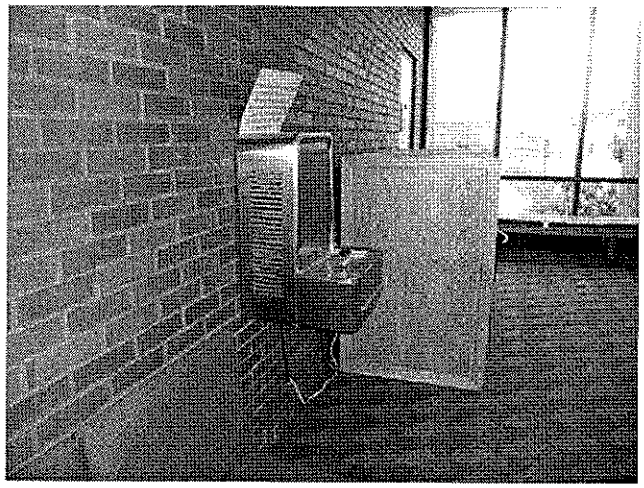


A16 _Seating

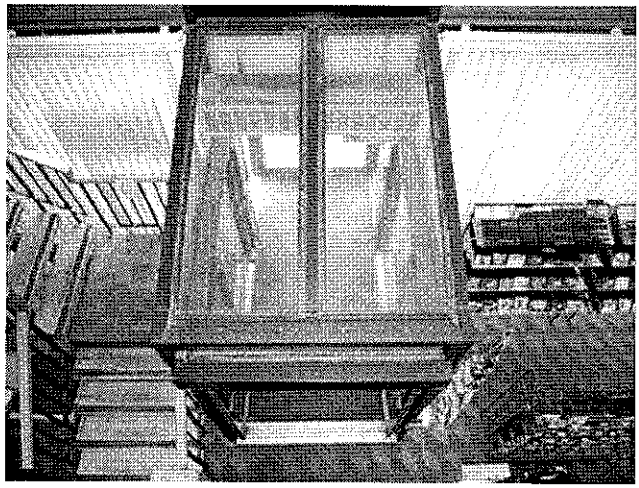


A17 _Men's Restroom

A18 _Men's Restroom

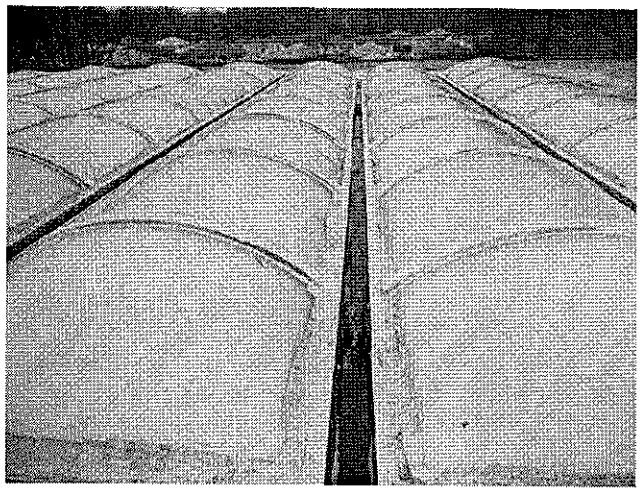


A19 _Drinking Fountain

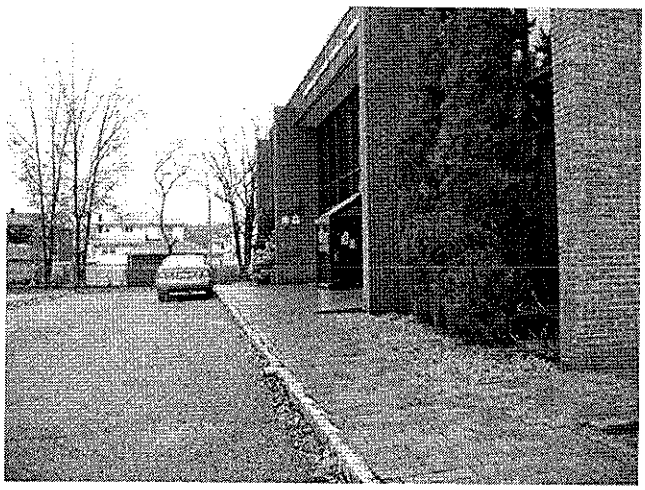


A20 _Entrance Vestibule from Above

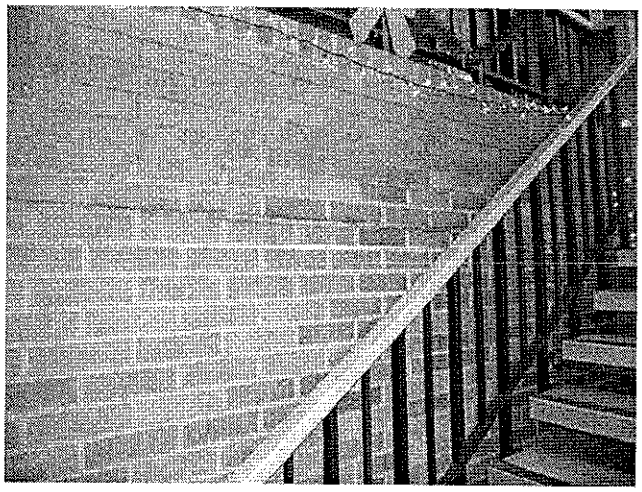
A21 _Skylights



A22 _Skylights

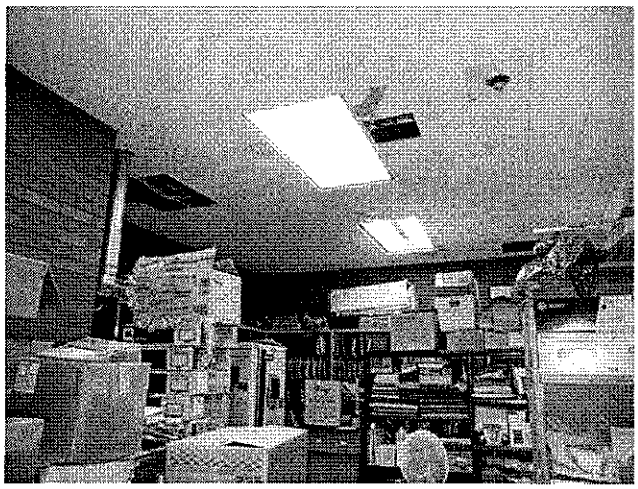


A23 _Front Entrance

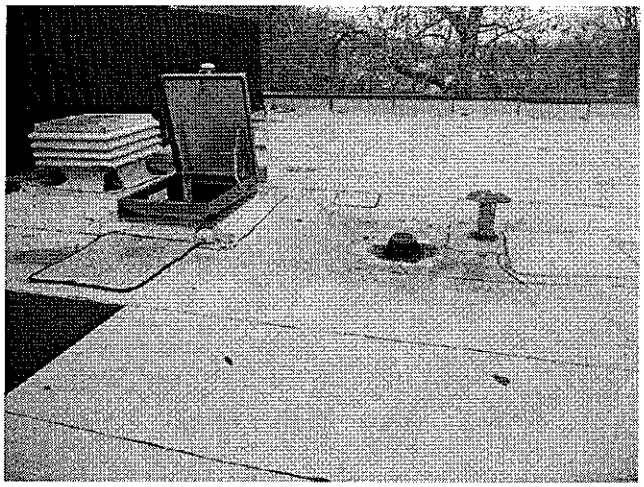


A24_Interior Masonry at Stair Landing

A25 _Skylight and Ceiling Tile

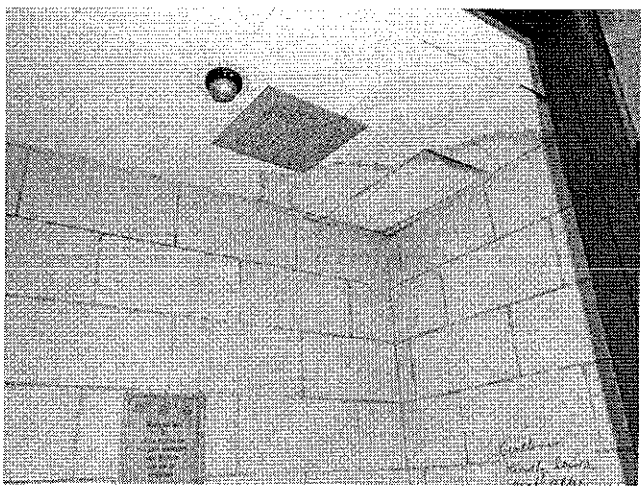


A26 _Ceiling Tile at 2nd Floor

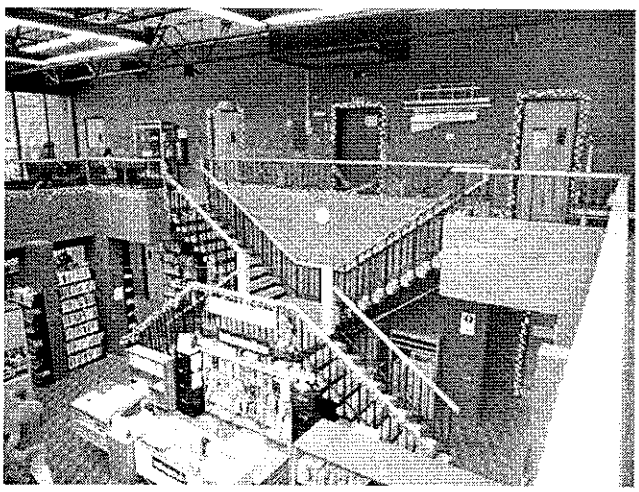


A27 _Roofing

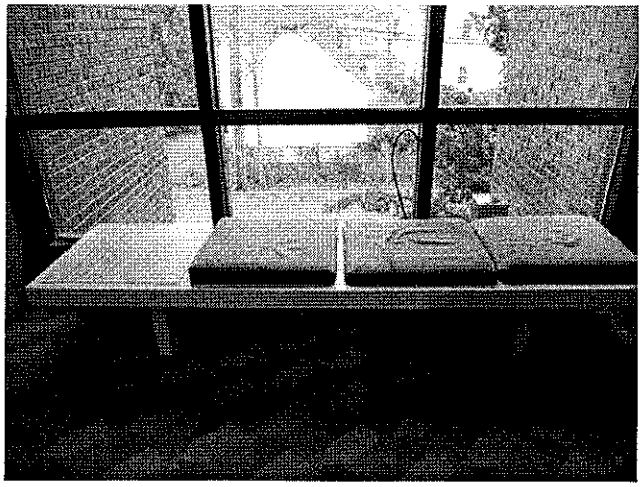
A28 _Staff Lounge



A29 _Staff Lounge Lav



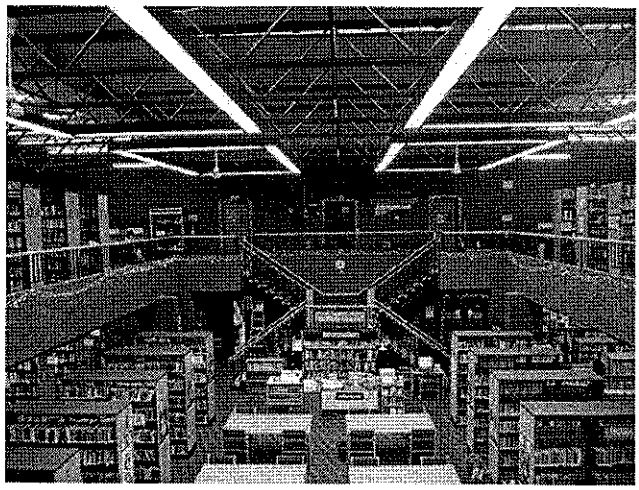
A30 _Stair Landing and Rail



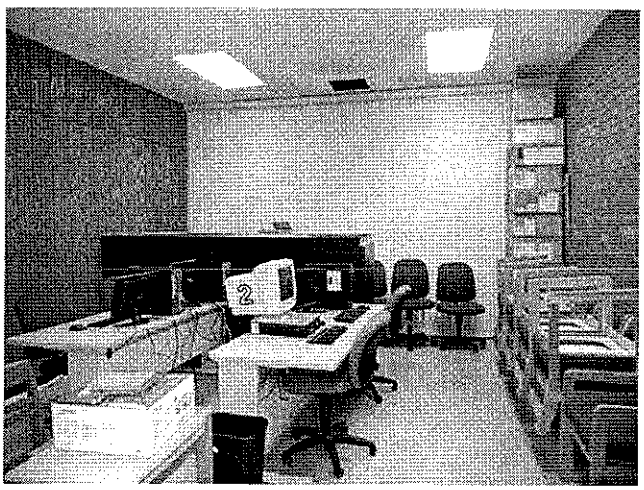
A31 _Window Gasket at South Side

A32 _Window Gasket at Front

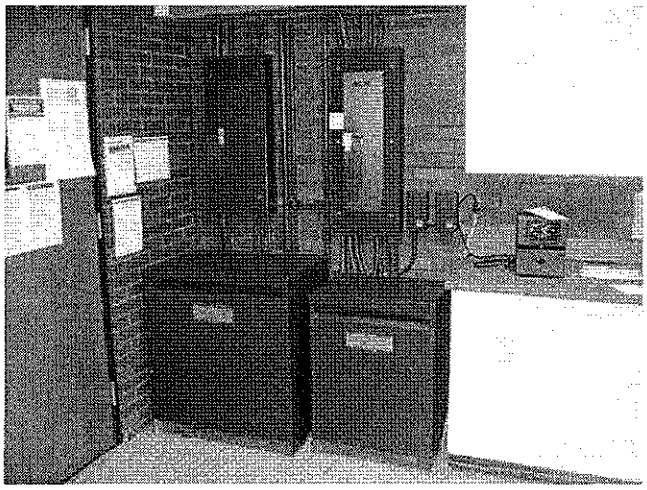
A33 _Window Gasket at Front



A34 _Second Floor Opening

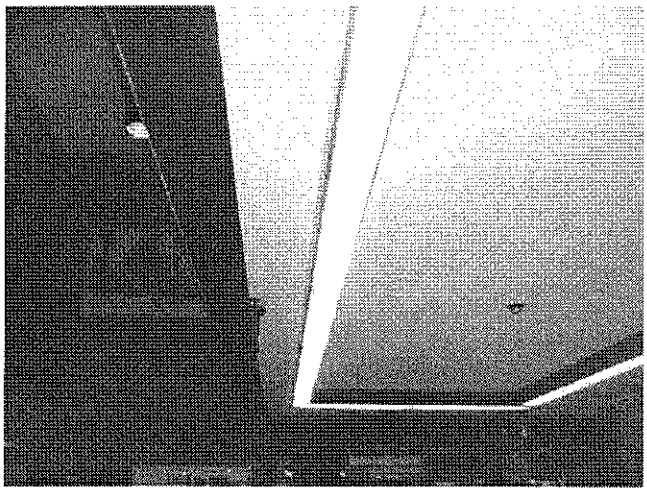


A35 _Computer Lab

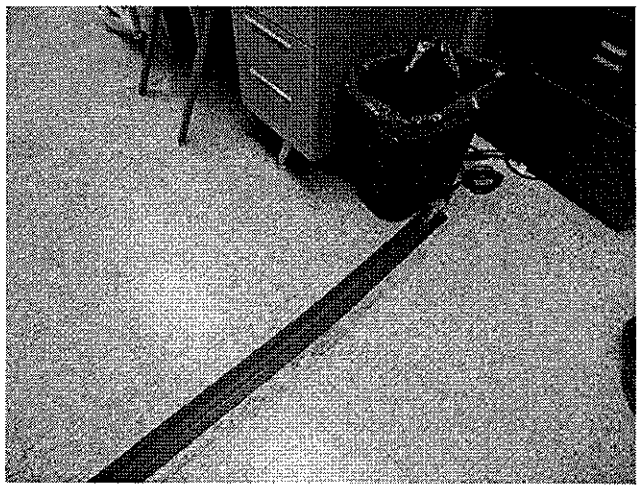


E1 _

E2 _

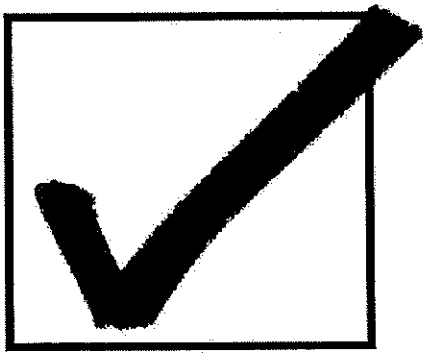


E3 _



E4 _

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 automatically 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		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? EXTERIOR	☐ ☒	☐ Repair uneven paving. ☐ Fill small bumps and breaks with beveled patches. ☐ Replace gravel with hard top.
Is the route at least 36 inches wide?	☒ ☐ ☐ width	☐ Change or move landscaping, furnishings, or other features that narrow the route of travel. ☐ Widen route.
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.	☒ ☐ ☐ distance from wall/ height	☐ 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.
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.	☐ ☐ ☐ slope N/A	☐ Lengthen ramp to decrease slope. ☐ Relocate ramp. ☐ If available space is limited, reconfigure ramp to include switchbacks.

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.
	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.
	number of accessible spaces		
	Note widths of existing accessible spaces:		
Total spaces — **Accessible** 1 to 25 — 1 space 26 to 50 — 2 spaces ✓ 51 to 75 — 3 spaces 76 to 100 — 4 spaces			
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).
	8' WIDE width / vertical clearance		
At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases). ONE SPACE DOES NOT HAVE REQ'D ACCESS AISLE			

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.
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? **Do not use a service entrance as the accessible entrance** unless there is no other option.	☐ N/A	☐	☐ 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.
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	☐ N/A	☐	☐ Install signs before inaccessible entrances so that people do not have to retrace the approach.
Can the alternate accessible entrance be used independently?	☐ N/A	☐	☐ 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)? * INT VEST DOOR UNDERSIZED (30") BUT HAVE OPERATORS	☒ ☒* clear opening		☐ Widen the door to 32 inches clear. ☐ If technically infeasible, widen to 31-3/8 inches minimum. ☐ Install offset (swing-clear) hinges.
Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? **A person using a wheelchair** or crutches needs this space to get close enough to open the door.	☐ clear space	☐	☐ Remove or relocate furnishings, partitions, or other obstructions. ☐ Move door. ☐ Add power-assisted or automatic door opener.

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? •ONE EXIT DOOR (NORTH) HAS 1" HIGH •INT VEST 3/4" HIGH	☐	☒ 1" height	☐ 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?	☒	☐ height	☐ Replace or remove mats.
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? **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.	☒	☐ height	☐ Lower handle. ☐ Replace inaccessible knob with a lever or loop handle. ☐ Retrofit with an add-on lever extension.
Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for *interior* 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.	☒	☐ force	☐ Adjust the door closers and oil the hinges. ☐ Install power-assisted or automatic door openers. ☐ Install lighter doors.
If the door has a closer, does it take at least 3 seconds to close?	☒	☐ seconds	☐ 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.
	☐		width
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.
	☐		width
Doors (ADAAG 4.13) Do doors into public spaces have at least a 32-inch clear opening?	☒	☐	☐ Install offset (swing-clear) hinges. ☐ Widen doors.
	☐		clear opening
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? NOT AT RESTROOMS	☒	☒	☒ PROVIDE OPERATORS ☐ Reverse the door swing if it is safe to do so. ☐ Move or remove obstructing partitions.
	16"		clear space
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.
	☐		force
Are door handles 48 inches high or less and operable with a closed fist? 11 DOORS ARE NOT OPERABLE WITH A CLOSED FIST (KNOB TYPE)	☐	☒	☐ Lower handles. ☒ Replace inaccessible knobs or latches with lever or loop handles. ☐ Retrofit with add-on levers. ☐ Install power-assisted or automatic door openers.
	☐		height
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.
	☐		height

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? 23" CROSS AISLES AT EXTERIOR WALLS.	☐	☒	☒ Rearrange furnishings and fixtures to clear aisles.
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	☐	☒	☒ 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)?	☒	☐	☐ 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.
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 ☒	66" 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.	☐	☒	

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?	☒	☐	☐ 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? 57 ½ " FIRE PULLS **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.	☒ 48 height	☐	☐ Relocate controls.
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?	☒ 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?	☒ 28½" 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? 26¼ h × 72 w × 36 d	☐ height / width / depth	☒	☒ Replace or raise tables. 6 TABLES (1 REQUIRED)

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 ½" REF. + CHILD. 39" CIRC. - MODIFY SECTION	☒	☒ 39" height	☒ 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?	☐	☐ height N/A	☐ 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?	☐	☐ N/A	☐ 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.	N/A		
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)?	☒	☐	☐ Install visible and verbal or audible signals.
Are the call buttons in the hallway no higher than 42 inches? CAB 44"	☒	☐ 42" 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.
Is the emergency intercom identified by braille and raised letters? EMERGENCY BUTTON ONLY	☐	☒	☒ Add tactile identification.
Lifts (ADAAG 4.2, 4.11) Can the lift be used without assistance? If not, is a call button provided?	☐ N/A	☐	☐ At each stopping level, post clear instructions for use of the lift. ☐ Provide a call button.
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?	☐ clear space	☐	☐ Rearrange furnishings and equipment to clear more space.
Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	☐ height	☐	☐ Move controls.

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?	☐	☐	☐ 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? STAFF + MEETING ROOM	☐	☒	☒ Install accessible signs.
Doorways and Passages (ADAAG 4.2, 4.13, 4.30) Is there tactile signage identifying rest rooms? **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.	☐	☒	☒ Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

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? WRONG TYPE + HEIGHT OF SIGN USED	☐	☒	☒ 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.
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.
Can doors be opened easily (5 lbf maximum force)?	☒	☐	☐ Adjust or replace closers. ☐ Install lighter doors. ☐ Install power-assisted or automatic door openers.
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? **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.	☐	☒	☐ Rearrange furnishings such as chairs and trash cans. ☐ Remove inner door if there is a vestibule with two doors. ☐ Move or remove obstructing partitions. ☒ INSTALL POWER-ASSISTED OR AUTOMATIC DOOR OPENERS
Is there a 36-inch-wide path to all fixtures?	☒	☐	☐ Remove obstructions.
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.

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? NO GRAB BARS BEHIND IN MENS + WOMENS	☐	☒	☒ Add grab bars.
Is the toilet seat 17 to 19 inches high?	☐	☒	☒ Add raised seat.
	16 ½" height		
Lavatories (ADAAG 4.19, 4.24) Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? **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.
	clear space		
Is the lavatory rim no higher than 34 inches?	☒	☐	☐ Adjust or replace lavatory.
	33 ½" height		
Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?	☐	☒	☒ Adjust or replace lavatory. MENS + WOMENS
	28" height		
Can the faucet be operated with one closed fist?	☐	☒	☒ Replace with paddle handles. MENS + WOMENS
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?	☒	☐	☐ Lower or tilt down the mirror. ☐ Add a larger mirror anywhere in the room.
	40 ½" height		

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 more room by rearranging or removing furnishings.
	clear space		

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.
	34½" 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) N/A			
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		
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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PROPOSED TRANSFER FORM

Name of Library: ELMWOOD PARK FREE PUBLIC LIBRARY

Current Budget Year: 2012

5	Current year funding from municipality	$761,965
6	Carry forward from prior year (all funding under the trustees' control except funds restricted for capital projects and grants; see FAQ regarding gifts etc.)	$10,660
7	Miscellaneous revenue anticipated (include gifts, fines fees and PCSA if used for the operating budget; exclude capital, grants and PCSA if used for capital)	$0
8	Total available funds (automatic)	$772,625

9

10	Audited operating expenditures of the library for the most recent available year (exclude funds reserved for capital projects and grants; include PCSA if used for operating budget)	$710,846
11	20% of audited operating expenditures for the most recent available year (automatic)	$142,169
12	Total =120% of audited operating expenditures for the most recent available year (current year budget may not be less than this amount) (automatic)	$853,015

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14	Current year operating budget including PCSA if used for operating (may not be less than Line 10)	$735,726
15	Current year funds to be restricted for capital projects and/or grants including PCSA if used for capital)	$53,046
16	Temporary restriction of fund balance (prior and/or current year funds; must be equal to 20% of last audited budget) (automatic)	$142,169
17	Total funding needed for current year (automatic)	$930,941

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19	Total available funds (Line 8) (automatic)	$772,625
20	Total funding needed for current year (Line17) (automatic)	$930,941
21	Amount of *excess fund* transfer per resolution (Line 8-Line 17) (automatic)	ZERO

Form must be submitted electronically

Last updated 12.07.10