

ALFRED H. BAUMANN
FREE PUBLIC LIBRARY

LIBRARY RENOVATION & EXPANSION PROJECT

2018



7 BROPHY LANE
WOODLAND PARK, NJ 07424
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LIBRARY RENOVATION & EXPANSION PROJECT

ALFRED H. BAUMANN FREE PUBLIC LIBRARY

The Alfred H. Baumann Free Public Library Board of Trustees is planning to renovate and expand the current library facility located at 7 Brophy Lane, Woodland Park, New Jersey. The Borough is located in the northeastern section of New Jersey and the lower end of the county, about 20 miles west of New York City. Highway access is provided by Interstate 80 in the northern edge of town and U.S. 46 along the southern border. Natural features form the Borough's other two borders: Garret Mountain on the east and the Passaic River on the west. The Borough is almost three square miles in size. The population in the 2010 U.S. Census, 11,819, making Woodland Park the seventh highest populated in the county. The previous census in 2000 was 10,987, indicating a population increase of 7.6 percent. The business center in the Borough is mostly located along McBride Avenue, where small shops and restaurants are located. Additionally, strip malls and stand-alone businesses are located on U.S. Highway 46 and Lackawanna Avenue.

The Alfred H. Baumann Free Public Library was established on May 26, 1962 by referendum, by the then residents of West Paterson. Moved from its original location in a small church, on a side-street, in the center of town, the Alfred H. Baumann Public Library has been operating from its current location since 1979 at the edge of the municipal complex off Brophy Lane. The complex consists of an open space park-like area, with a shared driveway serving the Woodland Park Police Department and a three-level Municipal Building. To the left and rear of the building is a large grassy area that is bordered by Brophy Lane and slopes steeply down to McBride Avenue and beyond that to the Passaic River. The Municipal Building also houses Council Chambers, municipal offices, a Municipal Court and offices, and a Community Room. Originally called the West Paterson Public Library, the 7,740 square foot, one-story, brown brick building, is thirty-nine years old. It was designed by Frederick A. Voytko, AIA, of Brick Township, New Jersey. Re-dedicated in 1991 as the Alfred H. Baumann Public Library, the building has never been modified or expanded.

The library shares a parking lot with all other municipal functions and staff. An ordinance was passed in 2017 for the Municipality to add additional parking. To the east (right) of the library building and the parking lot is a massive north/south earthwork rising about twenty feet, which is the site of the former Morris Canal, a National Registered Landmark. The Canal was in use from 1834 through 1924. There is a Little Free Library structure maintained by the Library at the entrance to the Canal.

The library is governed by seven trustees, including the Mayor and Superintendent of Schools, who each choose a delegate to represent them in their absence. Five of the Trustees are appointed by the Mayor. The Library Budget for 2017 was \$590,417 with minimal additional income from fines, printing, and photocopier charges. In 2015, the Friends of the Alfred H. Baumann Public Library was established. They attained 501c3 status in March of 2017.

The Library staff consists of four full-time staff (35 hours per week); which includes the Library Director, a Youth Services Librarian, a Supervising Library Assistant and a Senior Library Assistant. Additionally, there are 11 part-time staff members (varies from 10 to 20 hours per week); a Cataloging Librarian, five Library Assistants, a Bookkeeper, an Administrative Assistant, a Page and a Custodian.

The library is open 55 hours per week, except from Memorial Day through Labor Day where hours are limited. Currently, the library hours are:

	Regular Hours:	Summer Hours:
Monday- Thursday	10:00 AM – 8:00 PM	10:00 AM – 8:00 PM
Friday	10:00 AM – 5:00 PM	10:00 AM – 5:00 PM
Saturday	10:00 AM – 3:00 PM	10:00 AM – 1:00 PM
Sunday	12:00 PM – 3:00 PM	CLOSED

Currently, the library has 6,472 registered card holders. The library’s collection has over 48,000 items and almost 90,000 items circulate a year. The library presented 745 programs to children, teens, and adults in 2017 with over 15,101 attendees. Over the last three years, on an average, the library has been visited by approximately 71,000 patrons.

Sources:

The Alfred H. Baumann Public Library of Woodland Park, New Jersey: *Physical Plant Needs: A Commentary and Recommendations for June 2009*: Patience Kenney Jackson, Library Building Consultant and the Ivy Group Library Service, LTD

Alfred H. Baumann Free Public Library State Surveys: 2015, 2016, 2017

The Alfred H. Baumann Free Public Library: *Strategic Plan – 2015 to 2019*

The Borough of Woodland Park: *About Woodland Park* <http://wpnj.us/content/177/default.aspx>

ASSESSMENT OF CURRENT FACILITY

According to a Needs Assessment* conducted in 2009 and current observations by the staff, the following deficiencies can be noted:

- Although the library is technically handicapped-accessible at both entrances, the restrooms are not technically accessible. In addition, the Circulation Desk lacks a segment at 30" in height.

- The Children's Room, measuring 21' x 42', or 882 net square feet, can at best be said to be 18% of total net usable square feet or 11.4% of total gross square feet of the building. This area—882 square feet—is dramatically less than the 1,100 square feet of a normal elementary-school classroom for twenty students (by 2009 standards). It is about the size of a one-bedroom apartment. The Children's Room was undoubtedly undersized the day the building opened. Yet it accounted for nearly 41% of total circulation in 2017.

- The Children's Room is 2/3 filled with shelving. The space is not ample for preschool play; there is little space for display and no children's staff desk. There is no parent seating. There are no computers for children's use. Above all, there is no separate Story/Crafts room and no office/workroom for the Youth Services Librarian.

- There is no separate children's or family restroom.

- Public computers have been inserted into the floor plan wherever possible. The main bank of computers for adults to access the Internet forms the other boundary of the path of travel to the back entrance to Children's Room. Computer users literally must sit in the passageway, with no possibility of privacy for their screens and little hope of an atmosphere in which to concentrate. Location of public computers is largely determined by the location of electrical outlets and a power pole from the ceiling.

- There is no space for additional computers, although the ones the library offers are in constant use.

- There is an undersized Young Adult area, with limited materials, seating and no computers.

- There is no quiet study space either for adults or children.

- Staff work spaces are extremely limited. Fifteen employees, four of them full-time, are sharing a minimum amount of space. Although there is a Director's Office (shared by three staff members at varying times), there is no children's office or dedicated children's supply storage. The circulation workroom is also the technical services department, the Interlibrary Loan center, processing center, program development, meeting space, and the shipping department.

- Except for the Director's office, there is no space for staff to confer discretely or privately with a confused, irate or demanding patron.

- There is no space at all for an active volunteer program.

- As noted, meeting room space is on an "ad hoc" basis, in the middle of public open space. Dismantling library configurations to set up for a program and returning things to normal after a program are a constant, almost daily task.

- The only space in which to prepare or offer refreshments for a meeting or program is the staff kitchen located in an office area.

- There is no quiet study, group study or tutoring space that can be monitored by staff.
- The furniture is old, bulky, and in poor condition.
- There is a lack of sufficient storage.
- There is no maker-space.

* Statements from 2009 Needs Assessment have been updated where necessary.

VISION

The renovation and expansion project will address the following:

- ✓ ADA compliancy and accessibility;
- ✓ update public and staff bathrooms;
- ✓ update wiring and lighting;
- ✓ add a community room/programming space,
- ✓ expand the children's room, the addition of a teen space and the addition of a Youth Services Librarian office/work space;
- ✓ renovate the main area of the library;
- ✓ create a conference room;
- ✓ create a quiet study room;
- ✓ create a computer/maker center
- ✓ create a soft seating area from existing spaces
- ✓ design better storage;
- ✓ add new staff offices;
- ✓ and renovate the foyer to include noise reduction ceiling using natural materials.

Other changes to the facility:

- Outdoor patio area for quiet reading, outdoor storytimes, a space to enjoy the natural surroundings and the Morris Canal.
- Use glass/windows as a construction material to capture the beauty of the natural surrounding and letting natural light into the facility.
- Use of energy efficient and sustainable materials.
- Create flexible spaces for multiple uses.

FUNDING

The library currently has a budget of \$700,000 from the capital reserve fund for this project, including all fees and contingencies. In November 2017 the New Jersey Library Construction Bond Act successfully passed by a 60 percent approval margin with New Jersey voters. The Bond will provide \$125 million for a variety of construction, renovation and improvement projects designed to equip libraries to serve their 21st century customers. The funding will be distributed to public libraries through a grant process. Recipients will receive a 1:1 match on their projects.

Other possible funding sources:

- A capital fundraising campaign
- Friends of the Alfred Baumann Public Library (FAB) fundraising
- The Woodland Park Business Association
- Legacy donors

LIBRARY MISSION AND STRATEGIC PRIORITY

The mission of the Alfred H. Baumann Free Public Library is to provide a wide range of materials, services and programs for people of all ages to meet the ever changing educational, recreation, and information needs of the residents of Woodland Park. To support this task, the Library is dedicated to providing access to information using current and emerging technologies with the best possible staff and facility. The Library is committed to being the learning and activities center for residents of all ages.

Alfred H. Baumann Free Public Library 2015 Strategic Plan: Priority One: Expanded or Enhanced Library Facility

The research conducted during the 2009 strategic planning process revealed there was a need for an improved library facility in Woodland Park. An assessment of the facility conducted by a library building consultant confirmed that the Library had maximized available space. Many of service improvements that the staff wished to initiate could not be realized because of the size and configuration of the building. This situation has not changed.

Nationwide, there is a growing interest in the role the public library plays as a community gathering place or hub. In some places, the library has been characterized as the heart of the community. The availability of space for programs is directly linked to a library's ability to serve in this capacity. The ABFPL does not have meeting rooms that are adequate for children's, teen or adult programming. As one civic leader observed, "the Library serves as a place for people to gather for events, and that's something we can do more of." At the present time, the Library has been holding programs at other venues in the community, but long term it can only succeed as a community hub if an expansion includes additional space for public programs.

The lack of programming space is not the only issue. Offices and work areas for staff are insufficient. The Library is too small to provide adequate seating and quiet areas for reading and study. The costs associated with maintaining an old building which needs to be updated are significant. One Trustee characterized the facility as a "money pit."

WHAT DO WE WANT TO ACHIEVE?

- Expand library to meet the needs of the community
- Maximize use of existing footprint
- Provide ADA-compliant access throughout building
- Update interior and restroom facilities
- Upgrade wiring, lighting, and technology for 21st century
- Improve sustainability features and increase light
- Improve character of the building
- Capture the beauty of the natural surroundings

EXPANSION

The proposed expansion will include the following in order of priority:

- A community/programming room that will accommodate between 100 & 200 people.
- An expansion to the existing children's room to accommodate shelving for a Children's materials collection of approximately 12,000 items with potential growth of 10% to 13,200 in the collection, seating, storytime space and a space for multi-sensory activities.
- A teen space to accommodate up to 8 to 10 teens seated and shelving for a Young Adult Collection of approximately 1,250 titles with potential growth of 10% to 1,375 in the collection.
- A staff room that will accommodate six (6) staff work stations, a work space for processing library materials, and storage.
- An outdoor patio area to accommodate quiet reading and outdoor activities.

RENOVATION

The proposed renovation to the existing space will include the following:

- Updated ADA compliant bathrooms and possible conversion or expansion to a family bathroom.
- Conversion of old staff room to a conference room that will accommodate up to 16 people seated with table and chairs and ample storage space.
- New computer space that will accommodate 10 workstations, two printers/copiers, and a 3D printer.
- New Quiet Study Room that will accommodate up to 6 people with table and chairs.
- Convert space in the existing Children's room to office space for the Youth Services Librarian.
- Conversion of current media area to soft seating and possible addition of a fireplace.
- New and more compact circulation desk, displays, tables with wheels for multiple configurations, the addition of slotted end plates on stacks, a self-service check-out station, new carpeting and paint.
- Shelving for a collection of approximately 48,000 items with potential growth of 10% to 52,800 in the collection.
- Updated staff area and kitchen.
- Wiring, ceiling tiles and lighting updated.
- Exterior update