

BOROUGH OF TOTOWA PUBLIC LIBRARY

2022 Annual Report



STATE AND CONDITION OF THE LIBRARY FACILITIES

The Borough of Totowa Public Library was constructed in the late 1960s. The original portion of the facility is a two story building approximately six thousand square feet in size and is attached to the Borough of Totowa's Municipal Complex.

In 2012, an addition and renovation project was completed. This project added twenty seven hundred additional square feet to the original structure on two levels. The expansion added a two floor elevator, a Children's Room, a lobby on the upper level, the Eisenhower Community Room, and two ADA compliant restrooms on the lower level. The project also renovated existing space including the Meeting Room, Multi-Purpose Room, and storage room. Library savings provided the funds for this endeavor.

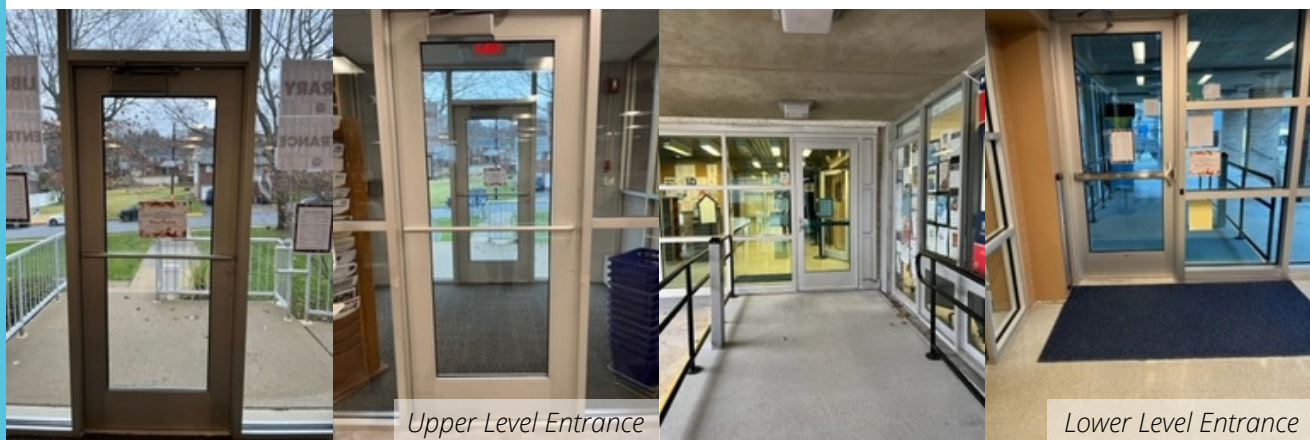
This past year in 2022, the Main Room Renovation project commenced. This renovation included a Reading Room, Teen Room, updated administrative and staff office space, and an updated new materials section. Funding was provided by the New Jersey Library Construction Bond Act with matching funds provided by the Borough of Totowa Mayor and Council, the Library Board of Trustees, the Library Foundation, and the Friends of the Library.

ACCESSIBILITY

There are four entrances to the building. The main entrance is located in front of the building on Cherba Place. There is also a side entrance that connects to the hallway that leads to the Municipal Building Complex. In the rear of the building there are two entrances; the primary door that enters into the lower lobby and a secondary entrance that enters the Multi-Purpose Room. There are also two Emergency Exit Doors; one on the main floor and one in the Eisenhower Community Room; both emergency exits are located on the western side of the building.

As part of the 2011/2012 expansion, the main staircase was moved to the rear of the building and connects the lower and upper lobby. An elevator was also added in the same 2011/2012 expansion project and connects the two levels.

In 2022, the rear and front entrance doors were replaced as part of the renovation project, the front entrance was replaced with an ADA compliant door and the rear entrance door was replaced with an ADA compliant door equipped with a mechanical opener. The existing rear ramp was replaced with a wider entrance ramp to allow for the door to swing open safely. This improvement was funded in part by the New Jersey Library Construction Bond Act.





Exterior Rear



Illuminated Sign / Front

EXTERIOR

The building's masonry brick exterior remains in good condition. In 2022, the roof above the Main Room was replaced with funding from the Borough of Totowa and library savings. This roof comes with a 25 year warranty. The roof above the Children's Room was installed as part of the 2011/2012 expansion and is starting to leak in several areas as well and will be addressed sometime in 2023.

In the past, the library did have water infiltration issues at the front of the building after a very heavy rainfall. Leakage and ensuing damage occurred in the Meeting Room and kitchen. The potential cause of this leakage was addressed by the Department of Public Works in 2019 with the installation of new drainage system in front of the building. Unfortunately, due to the significant amount of rain coupled with the excessive Hurricane Ida rainfall, water has started to creep in the same areas. This will have to be addressed in 2023.

A memorial garden with concrete pavers and two benches was constructed in 2005 and is located in the front of the building. It is dedicated to the late library trustee, John Krautheim Sr. There are two outdoor book and media returns in front of the building.

With funding provided by a library supporter, the late John Soldoveri, an illuminated sign was purchased and placed on the front lawn of the facility in 2008. The sign is dedicated to his late sister, Ida Marotta a longtime library trustee. Plans for 2023 include replacement of this sign with a modernized digital sign.

Three masonry benches reside in the rear of the facility.

A garden area with a weeping cherry tree that was provided by the Shade Tree Commission was planted in the rear of the building in 2013.

HEATING VENTILATION & AIR CONDITIONING (HVAC)

There are two Carrier HVAC units located on the original roof that are approximately 20 plus years old, one unit is a twenty ton with two compressors and the other is ten ton with one compressor. To date, the following repairs have been made to these units; new heat exchange units, a new compressor and new fan compressor. In 2022 the plan was to upgrade these units through the PSE&G Energy Saver Program, however the installation date has been pushed back to January 2023 due to pandemic related supply chain issues.

A third Lennox HVAC unit was installed as part of the 2011/2012 expansion. This unit is located on the roof directly above the Children's Room. Currently the unit is inefficient and unable to heat and cool both levels comfortably. The unit also generates a very loud noise while running. The noise problem was addressed in 2014, but only reduces the noise level slightly. Plans for 2023 include the installation of a VAV box so that the temperature can be controlled independently on both floors.

The Board of Trustees approved a quarterly preventative maintenance contract for the HVAC units in an effort to stay ahead of any potential problems. This inspection is performed four times a year and includes filter and belt changes, lubrication of fan and motors, compressor, condenser and thermostat checks, and refrigerant and pulley checks.



INTERIOR

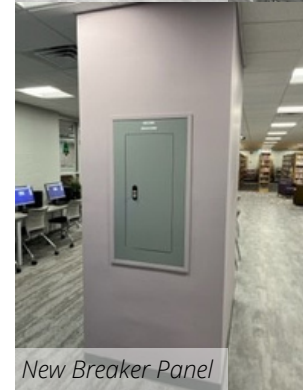
CEILING, LIGHTING, AND ELECTRIC

In 2022 the ceiling and lighting was replaced as part of the Main Room Renovation project. Funding was provided by the NJ Construction Bond Act Grant, the Borough, Library Savings, the Library Foundation and Friends of the Library.

The electric breaker panels for the facility are located in the Main Room, the Meeting Room storage closet and the Children's Program Room storage room. The panel located in the Main room was updated in 2019 with newly installed exterior switches by two entrances. An additional breaker panel was installed as part of the Main Room Renovation Project.



New Ceiling Lights



New Breaker Panel

FLOORING

The flooring in the Main Room was replaced in 2022 as part of the Main Room Renovation project with funding provided by the previously aforementioned sources. A combination of carpet and vinyl flooring was used. The floor tiles in the Eisenhower Community Room, Meeting Room, lobbies, and reading area were installed as part of the expansion in 2011/2012 and are in fair condition and beginning to show wear. Additionally the carpeting in the Children's Room was installed as part of the expansion in 2011/2012 and is also beginning to show wear in certain areas. The last section of flooring is in the Multipurpose Room and is in poor condition. Plans for 2023 include the replacement of this flooring.



New Flooring

INTERIOR PAINTED WALLS

The Main Room and all of the additional rooms were painted as part of the 2022 Renovation Project. Additionally all of the rooms included in the expansion project were painted in 2012 including the lobbies, workroom, hallway, administrative offices and Young Adult room. The remaining rooms include the multipurpose room and kitchen, these rooms were painted in 2013 and will be repainted in 2023.



Reading Room



Teen Room

RESTROOMS

Two ADA compliant restrooms were installed on the lower level in the Meeting Room as part of the expansion in 2012. There are two additional restrooms on the lower level that are outdated and in need of updating. The two public restrooms located on the upper level in the Main Room were completely renovated by the Department of Public Works in 2020.



KITCHEN

With funding provided by the Borough of Totowa Public Library Foundation and the Friends of the Library, a renovation of the 40-year-old kitchen was performed in August 2013. This project included the removal of a handicap accessible restroom in the old section of the lower level in order to gain more space. The renovations included new cabinets, Formica countertop, a deep sink, a double oven range, a microwave and a freezer. A section of the cabinets has suffered water damage due to previous water infiltration; the relocation or repair of this section is under consideration. A four-burner Bunn coffee maker was purchased in 2016 to accommodate the needs of the ever-growing groups that meet on a regular basis.



FURNITURE, FIXTURES & ART

- The shelving for reading materials in the Main Room is original (over 40 years old) and will need to be replaced eventually. In 2020, as a result of a major weeding project, four stacks were removed in the nonfiction section to make way for the planned Reading Room. The Department of Public Works dismantled the units and re-purposed most of the shelves in other areas of the stacks that were in need of replacement. The rest of unused shelving was put into storage.
- A shelving unit was purchased by the Friends of the Library for the "NEW" section in 2022.
- Shelving for reading materials in the Children's room include two new shelving units, purchased in 2009, and two donated bookshelves. A picture book shelving unit was purchased in 2016 with funding provided by the Borough of Totowa Public Library Foundation and a dedicated gift. Many of the shelves were replaced in 2020 with shelving from the discarded non-fiction units. In addition a carrel was also purchased to display the cake pan collection. The Children's Room also contains an additional DVD Carrel; this is used to store the media collection.
- The Director's and administrative assistant's furniture was purchased in 2002.
- New Public seating was purchased as part of the 2022 Main Room Renovation Project including six tables, four computer tables, and eight computer chairs. Six soft lounge seating, twenty armless chairs, and two c tables.
- Public area seating on lower level includes; eighty chairs purchased in 2005 with funds from a State grant. The remaining chairs are original (over 40 years old) and were repainted in 2012. Five portable stackable chairs were purchased in 2020 and are available for loan.
- A circulation desk was purchased for the Main room in 2022 as part of the Renovation Project.
- The Children's Room circulation desk and librarian's desk was purchased in 2009. .
- Public seating in the Children's room includes: four tables and eighteen chairs purchased in 2009. Additionally, soft benches with two chairs that resemble books were purchased in 2014 through a dedicated gift donation. An additional loveseat was purchased with funding provided by a dedicated gift.



Children's Room

- Three staff room desks were purchased in 2012.
- Public seating in the Young Adult room was replaced in 2022 as part of the Main Room Renovation Project, it includes two round top tables and four chairs .
- There are two previously owned computer tables in the Meeting Room that were purchased in 2012 with funds provided by the Borough of Totowa Public Library Foundation.
- The Library Foundation purchased ten lightweight folding tables and a cart in 2012. Eight additional lightweight folding tables were purchased in 2018 to replace the extremely heavy 20 year old tables. In 2020, two 6 foot folding tables were purchased for the Library of Things and are available for loan by the public.
- A 90 gallon fresh water aquarium was installed in June of 2015, seed money for this aquarium was provided by Girl Scout Troop 70088. The aquarium is home to over 20 different species of fish. "SpongeBob SquarePants" themed décor was purchased in 2019 and added to the aquarium.
- Media shelving was replaced in 2016 with funds provided by the Borough of Totowa Public Library Foundation.
- Two moveable portable folding walls were purchased in 2016.
- Three additional card tables were purchased in 2018 to accommodate the needs of the bridge, pinochle and mahjong groups.
- In early 2018, the Library purchased Oklahoma Sound Series 700 Podium/PA System with funds provided by a dedicated gift.
- A donated used upright piano resides in the Eisenhower Room and was repaired in 2022.
- A twenty foot canvas mural was donated to the Library in 2019 and is on display in the Multi-Purpose Room. The mural was created by Passaic Valley High School Art Honor Society students and features characters from children's literature.
- A step and repeat banner with the Totowa Library logo was purchased in 2020 and is used for social media and events.
- In 2020 due to the COVID-19 pandemic, Personal Protective Equipment and other health and safety related fixtures and equipment were purchased with the majority of the funding provided by the CARES Act and the Borough of Totowa. The following were installed; Thermal temperature camera systems, touch-less water faucets, sensor enhanced toilets and hands free hand dryers and water fountains. Additionally the Library purchased plexi glass screens for both circulation desks and free standing table top plexi glass shields for study groups.
- In 2021, the Totowa Love and Care Cabinet was created by the DPW. The cabinet was painted with contest winning designs by a local artist. The cabinet is located in the rear of the building and is stocked with everything from non-perishable food to cleaning supplies, paper products to school supplies and pet food.
- In 2022 a canvas mural, illustrating the poem "INSCRIPTION FOR LIBRARY DOORWAY" by Robert Abrahams was painted by a local artist, Evelyn Perez. This piece of art is dedicated to longtime library patron Gilda Simonetti. It hangs in the new Reading Room.

MULTI-PURPOSE ROOM



EISENHOWER COMMUNITY ROOM



MEETING ROOM



SECURITY SYSTEM

Presently, there is no alarm system in the building. However, security monitoring cameras were installed in 2013 in eight areas of the Library; the front and rear entrance, the upper and lower lobby, the main desk, the meeting room, the children's room and the hallway connecting into the municipal complex. A new Pentium processor, display monitor, and a DVR were purchased in 2015 to enhance the system. Panic buttons were installed in 2015 and are strategically positioned for the safety of staff and patrons.

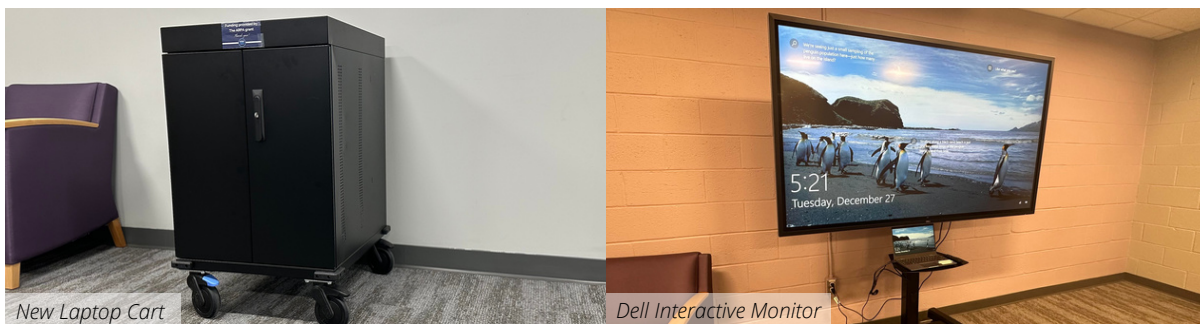


Main Room Public Computer Area

TECHNOLOGY

- The main server that provides Internet access for the Library is housed in the Young Adult Room in a secure locked cabinet. A NETGEAR battery backup was purchased in December 2017 and is housed in the cabinet.
- Internet access is through a T-1 line provided by Verizon and is managed by PALS Plus - the library consortium for Passaic and Essex county libraries. Bandwidth is 10 mbps.
- Password protected free Wi-Fi access is provided by Optimum/Cablevision. In 2023, Wi-Fi hardware and access points will be upgraded with funding .
- A standalone Dell management console to support Envisionware was purchased in 2019 and is housed in the circulation desk in the Main Room.
- Computer inventory includes thirteen public access and fourteen staff use Dell Optiplex machines. Funding for twelve of these computers was provided by the Friends of the Library and Library Foundation in 2018.
- Two laptop computers are available for staff use. The second laptop was purchased in December 2017 with speakers and is used for movie presentations.
- In 2022 three iPads were received as part of the NJHealthConnect Grant. They are available for loan.
- Sixteen Dell Latitude 3310 laptops and a mobile cart were purchased with funding from the ARPA grant with IMLS and NJSL support. In 2022 they were primarily used in house for computer and coding classes. Plans for 2023 include loaning them out to patrons for use within the building.

- Ten hotspots were added to the collection and are loanable. Five of these were purchased with funding from the ARPA grant with IMLS and NJSL support.
- Presently the library has three copy machines. Included in this inventory is a newly leased 2022 multifunctional machine. It offers standard black and white copying, faxing, and scanning capability. It also has the ability to sort and fold jobs. It will be used primarily by the staff. The other two machines are the 2018 models. They were retained as part of the lease end agreement. One is in the Main Room and the other is in the Children's Room. Both machines provide the public with copying, printing, scanning, and faxing services. All three machines have monthly maintenance agreements.
- Additional electronic devices for staff and program use include a projector and inflatable movie screen.
- Wireless printing software was installed in 2014 and is made available via GO Print.
- A typewriter is available for public use.
- An Ellison machine and laminator were purchased in 2009 and are located on the lower level in the Multi-Purpose Room.
- Telephone service was upgraded to a Nextiva Cloud/Hosted system in 2018. Thirteen Polycom telephones were installed in February. This upgrade included the installation of three phone lines on the lower level. The new phone system offers a myriad of functionality including most notably an external paging system and web based phone message availability. Two traditional hard wire phone lines were retained in order to support the elevator and fax line.
- An ActivPanel was purchased with funds provided by the Friends of the Library and delivered in January 2022. This device is used for various programs including computer classes, coding, story times, games, and movie showings.
- A 76 inch Dell Interactive Monitor was purchased with ARPA funds in 2022.



IMPROVEMENTS

Prior exterior improvements included the replacement of several of the sidewalks in front of the building. The front entrance door was replaced in 2016. Interior improvements included the installation of nine acoustic panels in the Eisenhower Community Room (2015), a privacy wall (2014) in the Meeting Room, and a new storage closet (2014). 2019 improvements included the aforementioned electric panel upgrade and lighting replacement in the lower level hallway by the kitchen. Two Dayton 30 inch commercial wall mounted oscillating fans were purchased in 2019 with funds from the Friends of the Library and installed in the Eisenhower Room. Additionally, the rear sidewalk that leads to the entrance ramp was repaired.

FUTURE PLANNING

Capital projects planned for 2023 include the following:

- The wall of windows in the Meeting and Multipurpose Rooms along the lower level entrance. The windows are original to the building and are not energy efficient, and as a result, the rooms are cold in the winter and warm in the summer. Additionally, the replacement of these windows would improve the aesthetic appeal as the remainder of the rear of the building has new windows.
- Installation of a VAV box in the Children's Room & Eisenhower Room's HVAC system is also planned.
- Wifi access points will be upgraded in 2023
- Lastly, signage is an area that will need to be addressed in 2023 including upgrading the front lawn's illuminated sign, lettering for the front and the rear of the building, and new "Library" street signs are also items that are under consideration.

In closing, the Library has come a long way since its humble beginnings in 1957. It continues to expand and respond to the ever changing world of technology and the ever growing demands of the community. Through hard work, dedication, and the generosity of many, it has become a treasured institution that serves as a gathering place for residents of all ages.



NEWLY RENOVATED MAIN ROOM





FREE PUBLIC LIBRARY BOROUGH OF TOTOWA
UNION BLVD. CIRCA 1957

