A Capital Master Plan for the Hoboken Public Library

Submitted to:
The Trustees of the Hoboken Public Library

October 11, 2017
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I. EXECUTIVE SUMMARY

INTRODUCTION

The subject of this capital master plan is the Hoboken Public Library, located at 500 Park Avenue at the corner of Fifth Street in Hoboken, Hudson County, New Jersey. The Library opened in 1897 and was designed by Albert Beyer, a prominent local architect.

Built originally as public library and a manual training school, portions of the building continued to be used as a school until 2003. At that time, renovations, including the construction of a new elevator were completed. A recently completed renovation of the basement has completed extensive flood-proofing, and has added significant program and meeting space.

GENERAL DESCRIPTION

The original brick, masonry and terra cotta building is three-stories with a full basement that is partially above grade. Rectangular in plan with an extension at the rear, the building was designed with two main entries: One for the Library off of Fifth Street; and the other for the former technical school off of Park Avenue. Capped with a copper cornice and marked by a prominent cupola at the corner, the building is an elaborate and impressive landmark in the City.

The exterior of the building was designed in a modified Italian Renaissance Revival style, reflecting one of the styles typical of the late Victorian period. The primary façade facing Fifth Street and the Park is organized with three double bays in an inflected symmetrical manner. The main entrance to the library is at the center, reached by a flight of masonry steps and capped with an elaborate pediment, and is flanked symmetrically by similar bays of paired windows. However, the right bay projects and has additional elaboration to emphasize the corner. This spot is further emphasized by the octagonal cornice and flagpole rising above the library building and its neighbors.

Similarly, the Park Avenue façade is also symmetrical, with an inflection at the Fifth Street corner, as well as at the right hand side accommodating the former entrance to the manual training school.

As described in the National Register Nomination, “The building rests on a rusticated base constructed of Wyoming bluestone, a course of Indiana limestone with rock-faced center panels and patent-hammered borders extending from grade level to just below the first floor window sills...The second and third floor are finished with pressed yellow (buff) iron-flecked brick with tight joints...At the second floor, three pairs of ... arched windows face Fifth Street...”

The interior of the building is graced with two grand, decorative stairs, one at the main entry, and one at the former entry to the Manual Training School. The main stair has decorative iron railings and balusters, with terrazzo treads, while the second stair is wood, with turned balusters. The entry vestibule and main lobby have decorative terrazzo floors and raised panel wainscoting. The coffered ceilings have painted inset panels. Throughout the building, the more prominent and public spaces are characterized by a high level of decorative finishes, including wood floors and wainscoting; wood shelving; pressed tin or decorative plaster ceilings, etc. Several rooms have impressive fireplaces. The

I. Executive Summary
tall ceilings and large windows add to the impressive and airy feel of the building. The more utilitarian spaces have plain plaster walls and ceilings, but all of the doors and windows have large wood moldings.

While new dropped ceilings, overpainting, layers of flooring and intrusive HVAC equipment and ductwork mar some of the spaces, much of the original fabric is still present and can be restored.

**PURPOSE AND SCOPE OF THE REPORT**

As described by the New Jersey Historic Preservation Office, the goal of a preservation plan is to “...assess and guide the effects of a proposed treatment or construction-related capital project on the existing fabric of a property.” For this particular Capital Master Plan, the overall form and purpose of a “Preservation Plan” has been somewhat modified since extensive research and assessment of the building has already taken place, particularly for the exterior. An “Exterior Preservation Plan” was completed in 2008 by Dennis Kowal Architects and has guided the recent restoration of the exterior.

Rather, the Library’s Board of Trustees has determined that it needs a document that assesses the current interior condition of the building, the needs of the Library in the growing City of Hoboken, and provides a document delineating capital improvements over the next ten to twenty years. These capital improvements must address the physical deficiencies at the Library, but also address the changing needs of the community, the changing nature of Libraries, and rapidly changing technology.

To complement the work of this Capital Master Plan, the Library engaged the services of Library Development Solutions, library programming and design experts who provided extensive research and recommendations for how the Hoboken Public Library could best serve the community now and into the future. Their report included programmatic, technological, organizational and facility recommendations. Many of these recommendations have been incorporated into this report.

**PRIOR STUDIES AND REPORTS**


There have been a number of other studies, including an Asbestos Survey by Atlantic Environmental Solutions in 2011 and an Assessment of the HVAC System by the Partner Engineering Group in 2014.

The National Register Nomination was completed in 2012 by Allen Katz, the former President of the Library’s Board of Trustees. This included an extensive and detailed discussion of the history of the Hoboken...
Public Library; it is also included as an appendix.

**RECOMMENDED TREATMENT PHILOSOPHY**

All work at the Hoboken Public Library should be planned, designed and executed in compliance with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*. Because the Library functions and programs are continuously changing, and ongoing re-organization will be needed for the foreseeable future, “rehabilitation” should be the overarching treatment philosophy. Rehabilitation allows for alterations that are compatible with the historic fabric to make possible new uses. It is anticipated that the use of the building will continue to be a public library, but what that exactly means has changed, and will continue to change, over time. As the building is updated to best serve the needs of the people of Hoboken, all efforts should continue to be made to retain as much of the surviving original and character-defining historic fabric as possible.

**OWNERS AND STEWARDS**

The City of Hoboken owns the Hoboken Public Library; the building and site are managed and maintained by the Library’s Board of Trustees. The recent exterior restoration and basement renovation were partly funded by a grant from the New Jersey Historic Trust.
II. Introduction

Statement of Significance

The Hoboken Public Library is considered to be significant under three National Register Criteria. The summary of the Library’s significance is quoted from the National Register Nomination prepared by Allen Kratz:

By illustrating the evolution of library services in New Jersey from private libraries to taxpayer-supported free public libraries, and by illustrating the evolution of industrial education from private support to matching state aid, the Hoboken Free Public Library building meets National Register Criterion A.

The Hoboken Free Public Library building meets National Register Criterion B by illustrating the importance of the pre-legislative, ground-laying philanthropic accomplishments of Martha Bayard Stevens, said to be one of the wealthiest women in the United States during the 1890’s and who, with two family members, contributed, in 1895, nearly one-third of the cost of acquiring the construction site and erecting the building upon it...

The Hoboken Free Public Library and Manual Training School qualifies under Criterion C as the embodiment of the distinctive characteristics of design and construction required by a donor – the philanthropist and statewide civic leader Martha Bayard Stevens – who sought to accommodate within one building in Hoboken two distinct mission important to New Jersey’s economic growth – access to library services and access to industrial education...Architect Albert Beyer created a building that simultaneously introduced the new reality of free public libraries to a population of New Jerseyans for whom taxpayer-supported library services had not existed; raised the level of manual training and industrial education from apprenticeship and employer self-help to formal education; harmoniously, or at least tolerably, accommodated the building’s quiet and noisy, disparate adjacent uses; utilized and showcased modern technology consistent with the Stevens family’s engineering legacy and Hoboken’s growing industrial importance within New Jersey; and, in both exterior and interior design, not only functioned efficiently but also elevated the experience of the building’s users without an ostentatious display of wealth...

The Library’s impressive design, Italian Renaissance features, prominent cupola and associations with the Stevens family, in particular Martha Bayard Stevens, make the Hoboken Public Library building significant under National Register Criteria A, B and C.

Team Members

The architecture firm of Clarke Caton Hintz, located in Trenton, New Jersey, was responsible for the coordination and editing of the Capital Master Plan, and the development of most of the text. John Hatch, FAIA, served as overall team leader, with Jacqueline Wolverton assisting with library and space planning issues, and Leaha Bovino and Emily Regner assisting with conditions assessment, building measurements, drawings, etc.

Harrison Hamnett, structural engineers based in Pennington, NJ, assessed the building structure. Kelter & Gilligo, Mechanical, Electrical and Plumbing Engineers based in Princeton Junction, NJ, assessed the building...
systems. Becker & Frondorf of Philadelphia provided the cost estimates.

DESCRIPTION OF METHODOLOGY

Clarke Caton Hintz undertook this plan beginning in August of 2016. Initial assessments and participation in the strategic planning process continued over the course of 2016 and into the beginning of 2017. The team continued to work with the Board of Trustees and the Building Committee in the spring of 2017 exploring different options for re-organizing, expanding and rehabilitating the Library so that will meet the needs of Hoboken’s residents now and in the foreseeable future.

ORGANIZATION OF THE PLAN

This Capital Master Plan is divided into two overall sections. The first four chapters address the past and present conditions of the building, including the history of the construction of the building; an assessment of all of the building systems and interior conditions with extensive photographs; and a building code and accessibility review.

The second portion of the document discusses the future of the Hoboken Public Library, including an overall treatment philosophy, ideas for future uses of the building and specific recommendations for the preservation and re-use of character-defining and important elements of the building. Concept plans, phasing plans and a cost estimate were developed as part of this work. Finally, a Cyclical Maintenance Plan is also included to help guide the long-term preservation of this important structure.

FUNDING SOURCES

This Capital Master Plan was completed with funds provided by the Hoboken Public Library’s Board of Trustees.

LIMITATIONS OF THE PLAN

Because extensive work was recently completed in the basement and on the exterior of the building, conditions in these areas were not included in the conditions assessment portion of the plan. In addition, the conditions assessment addresses only issues that could be seen with the naked eye. Probes were not completed and there may be building or structural conditions covered by existing finishes.

ACKNOWLEDGEMENTS

The Capital Master Plan team for the Hoboken Public Library wishes to thank the following people for their assistance in providing information and context for this Plan, insight into the goals and vision for the Library and access to all of the crucial parts of the building: Allen Kratz, former President of the Board of Trustees; Ana Sanchez, Chair of the Building Committee; Lina Podles, Executive Director of the Library; Charlie MacNeil, Director of Facilities; the entire Board of Trustees; the staff of the Hoboken Public Library; and Leslie and Alan Burger of Library Development Solutions. This plan would not be possible without the participation and insight of everyone involved.
III. BUILDING ASSESSMENT

INTRODUCTION

The Hoboken Public Library is prominently located at the corner of Park Avenue and Fifth Street, across from Church Square, in Hoboken, New Jersey. Completed in 1897 as the Hoboken Free Public Library and Manual Training School, the exterior of the building remains largely unchanged. Its impressive Italian Renaissance facade is constructed of limestone, brick and terra cotta with copper detailing. The first floor is raised up, providing a basement level that is partially above grade. There are three tall main floors, with large, arched windows, elaborate exterior detailing, all capped by a prominent cupola marking the corner of the building, and the corner of Fifth and Park.

The interior of the building is equally impressively detailed, with terrazzo and wood flooring; wood paneling and wainscoting; plaster, tin and coffered wood wainscot; painted canvas insets; elaborate fireplace mantles, etc. Much of the original configuration and historic fabric remain, both on the interior and exterior. A recently completed restoration of the exterior and renovation and reconfiguration of the basement have preserved important historic features and provided much-needed additional program space, while protecting the lower level from future flooding.

CURRENT HISTORIC DESIGNATION

The history of the Hoboken Free Public Library and Manual Training School has been extensively documented in the Nomination to the State and National Registers of Historic Places completed in 2014 and accepted in 2015. This document is included as an appendix to this capital master plan.

EXTERIOR CONDITIONS

Because of the recently completed exterior restoration, the exterior conditions of the Hoboken Public Library were not assessed as part of this report. All major issues identified in earlier reports have been addressed by this project, and the exterior is now presumed to be in excellent condition.

INTERIOR CONDITIONS

The interior spaces of the first, second and third floors of the Hoboken Public Library were assessed for this Master Plan. The conditions of the basement were not assessed as this was renovated and reconfigured as part of the recently completed flood mitigation project. Although the conditions of the spaces in the basement were not assessed, the new programmatic uses provided by this renovation were included in our analysis of the programmatic needs of the facility.

When originally constructed, the interior of the Hoboken Public Library was handsomely fitted out with a range of attractive and durable finishes, more utilitarian in the work areas, and more elaborate and impressive in the most public areas. These finishes include:

1. Flooring: Terrazzo, wood and tile.
2. Walls: Plaster; raised panel wood wainscot; and decorative tile.
3. Ceilings: Plaster; decorative plaster; decorative tin; and coffered wood with insets of painted canvas.

Other decorative features include:

1. Elaborate fireplace surrounds and mantels in two public spaces.
2. Both main staircases are impressive, with attractive railings, balusters and overall design.
3. Doors and windows.
4. Wood moldings and trim at doors, windows and base.
5. Wood shelving and cabinetry.
6. Stained glass skylight over the Park Avenue stair.

A detailed assessment of the conditions of the interior features and rooms is provided at the end of this chapter.

**MEP SYSTEMS**

**HVAC:**

**GENERAL:**
The building is primarily heated by perimeter cast iron radiators (CIR) utilizing low pressure steam. Steam is generated by a HB Smith 350 mills boiler (see Photos H-1, H-2, H-3) with a natural gas input of 2,009,000 btu/hr and a net IBR output of 1,211,700 btu/hr. The boiler is located in the Basement at the southwest corner of the building. It appears to be in good physical condition. The associated low pressure steam (LPS) and low pressure condensate/return (LPR) piping appear to be much older than the boiler. Most of the LPS and LPR piping throughout the building are exposed and are not insulated. The steam heating system has no zoning controls. The building is primarily cooled by split type and indoor packaged air conditioning units. The building has no mechanical ventilation system. The building has operable windows for natural ventilation.

**FIRST FLOOR:**
The Administrative Offices on the First Floor are heated by perimeter CIR’s (see Photo H-4) and floor mounted fan coil units (see Photo H-5). Window type Packaged Terminal Air Conditioning (PTAC) units (see Photo H-6) provide cooling. The CIR’s utilize steam and the FCU’s use hot water. Heating hot water is generated by a Utica Model MGB-200) with a natural gas input of 199,999 btu/hr and an output of 165,000 btu/hr. The boiler is sitting on 2-cell hollow blocks (see Photo H-7) and appears to be in good physical condition. Office personnel stated that when the rooms overheat from the steam CIR’s, they close the steam valves and use the hot water FCU’s for better temperature control.

The Reading Rooms are cooled by the packaged AC unit that is mounted above the ceiling of the Staff Toilet on the Second Floor.

**SECOND FLOOR:**
The main Reading Room at the east side of the building is cooled by a packaged AC unit. The AC unit is mounted in the ceiling at the southwest corner of the Reading Room and is exposed to view (see Photos H-8 & H-9). It is manufactured by Carrier Model 50AH0060500 with a nominal cooling capacity of 5 tons. It utilizes the outdated refrigerant R-22 and is approximately 26 years old. The condenser air is ducted in and out of the building through an outside louver above a window at the west side of the building. The return air is through a grille at the face of the unit. The unit does not have a ducted outside air intake. The supply ductwork is exposed to view. There are three supply air grilles for the main Reading Room and one for the adjacent room at the north side of the building.

The western half of the Second Floor is cooled by another packaged AC unit. This AC unit is mounted above the hung ceiling of the Staff Toilet. The nameplate of the unit was not accessible. The condenser air is ducted in and out of the building through an outside louver above the window at the west wall of the Toilet.

The return air is transferred from the open Reading Room to the space above the hung
ceiling and to the return grille at the face of the unit. The supply duct runs above the hung ceiling of the Toilet and the Corridor and then runs exposed tight to the underside of the ceiling of the Reading Rooms. There are three branch ducts that went down to feed the Reading Room below (First Floor) (see Photos H-10 & H-11). A Honeywell portable AC unit and a dehumidification unit assist in cooling and drying the area.

The Technical Services Room near the elevator has two wall mounted ductless AC units (see Photo H-12). The AC units are manufactured by Mitsubishi and have a nominal cooling capacity of 1 ton each. The associated condensing unit is located at the Basement level in an area way that is surrounded by four walls (vertical tunnel) (see Photos H-13 & H-14). The heat pump condensing unit has a nominal cooling capacity of four tons and also serves the two ductless Mitsubishi units at the Third Floor Lunch Room (see Photo H-15).

THIRD FLOOR:
The Children’s Reading Room at the east side of the building, and an adjacent perimeter room at the north side of the building, are cooled by a floor mounted air handling unit (AHU). The AHU is a Carrier Model 50BU-008-52 (see Photos H-16 & H-17), with a nominal cooling capacity of 8 tons. The associated air cooled condensing units CU) are mounted above the flat roof at the southwest corner of the building (see Photos H-18 & H-19). The two CU’s are manufactured by Russell Model VAC-5-D that utilize the outdated refrigerant R-22 and have a nominal cooling capacity of 5 tons each. They are 10 years old and appear to be in good physical condition.

The return air to the AHU is through the grille at the face of the unit. The AHU does not have a ducted outside air intake. The supply ductwork is exposed to view. There are four supply air grilles that serve the Children’s Reading Room and one supply air grille for the adjacent perimeter room.
The western portion of the Third Floor is cooled by portable; floor mounted Honeywell AC Units (see Photo H-20). The condenser air is exhausted outdoors by flexible ducts through an exhaust kit under the window. The two portable AC units appear to be new. In addition to the two portable AC units, there is also a portable dehumidification unit that is sitting on the floor.

RECOMMENDATIONS:
Since the HVAC system of the building is outdated and is no longer functioning properly due to the inability of the pneumatic control system to open or close chilled water control valves, hot water control valves, return air dampers and outside air intake dampers, we recommend that the entire HVAC system be gutted and replaced with a new, high efficiency HVAC system with direct digital controls. We suggest that the building Owner consider one of the three HVAC systems listed below:

OPTION I: VARIABLE REFRIGERANT FLOW

System Description: The system operates under the principle of an air-to-air heat pump. However, the indoor evaporators are manifolded back to common outdoor condensing units. This allows for recovery of energy when loads in building are varying, with simultaneous use of heat in some zones and cooling in others.

System Configuration: The building will be heated and cooled by VRF System. The air cooled condensing units will be mounted on the roof or some other remote location.
Ventilation air for the building shall be provided by constant volume dedicated outside air system (DOAS), with fully ducted supply and exhaust. The DOAS shall deliver neutral air to each zone, making use of heat recovery. The indoor VRF units shall be mounted in walls and/or ceilings, and fully ducted for acoustically sensitive areas.

Pros: Very high level of efficiency (90,000 to 100,000 BTU per square foot per year for HVAC budget); good acoustics (as determined by M-E-P consultant); minimal ductwork and no boiler is required for heating.

Cons: Maintenance must be performed by VRF trained personnel.

Estimated Construction Cost: $40.00 per square foot

OPTION II: VARIABLE AIR VOLUME (VAV)

System Description: The system operates under the principle that cooling is required on year-round basis at interior areas, and zones with high density occupancy. The amount of air that is delivered to each space is regulated thermostatically, and will then be warmed with use of new energy if the minimum air flow rate starts to overcall the space. Optional perimeter heating system will also be provided to offset loss at the envelope.

System Configuration: The building will be serviced by VAV Air Handling Units. One AHU per floor. The VAV systems shall include fully ducted supply and return air streams and a VAV terminal with reheat at each zone. The AHU’s shall include a full airside economizer. A gas fired, condensing type boiler with circulating pump and hydronic piping shall service the needs of each reheat coil, as well as the perimeter heat.

Pros: Similar to existing HVAC system of the building. Possibility of reutilizing existing floor openings from existing steam piping.

Cons: Relatively lower level of efficiency compared to VAV and VRF systems. Relatively weak acoustics compared to VAV and VRF systems. Periodic maintenance of hot water heating plant, chilled water plant and FCU’s are required.

Estimated Construction Costs: $50.00 per square foot.
PLUMBING:

The building has a 1" city water service. The water meter is located in the southwest corner of the Basement (see Photo P-1).

The new restrooms on the lower level are connection to the domestic hot water system. This is supplied through an A.O. Smith Electric Water Heater, model number DSE 80A. The Lavatory in the Office on the First Floor, the Staff Toilet Lavatory on the Second Floor, the Lavatories in the Lunch Room and in the Children’s Toilet on the Third Floor have a point of use electric domestic water heaters located inside the cabinet under the sink. The public toilets on the First Floor and the Boys/Girls Toilets on the third Floor have no domestic hot water.

The building is provided with a 3” natural gas service. The gas meter is located in the southeast corner of the Basement (see Photo P-2).

It appears that the 4” main sanitary service exits the building at the northeast corner of the Basement. There are two sump pits in the Basement. One is located at the northeast side (see Photo P-1) and the other at the southeast side (see Photo P-3) of the Basement.

FIRE PROTECTION:
The building has no sprinkler system, except in the basement, which is being installed as part of the current renovation project.

RECOMMENDATIONS:
We recommend that the city water service be upgraded to accommodate future toilets. The public toilets on the First Floor and the Boys/Girls Toilet on the Third Floor shall be provided with electric point-of-use domestic water heater.

ELECTRICAL SYSTEMS:

The Library is supplied by an overhead secondary service, derived from Park Avenue. The incoming service comes in underground to the basement to a C/T cabinet and a new 600A, 3-phase, 208/120V distribution panelboard.

The 600A distribution panelboard serves an ATS, located next to the panelboard, several panelboards in the basements, existing elevator and mechanical equipment, a 100A panelboard on the 2nd floor, and a 200A panelboard on the 3rd floor. The generator is non-emergency, located on the roof and services ejector pumps and a few outlets in the basement electrical room. The 200A panelboard, services not only lighting and power but also the existing HVAC roof mounted equipment. The overall building power is sufficient and provides us with a little over 8 watts per square foot; however, it may be necessary to distribute additional power in certain areas.

Lighting in the building is mainly fluorescent (see Photo E-1), stack rooms are changed out to LED fixtures. Existing, historic light fixtures (including decorative pendant fixtures and sconces) should be restored and fitted with LED fixtures that are color corrected to provide light quality similar to incandescent fixtures. Non-historic fluorescent fixtures should be replaced with more appropriate fixtures that either match historic photos or that are much less obtrusive. Again, these should be LED fixtures and the light color and temperature should be carefully selected to be similar to incandescent fixtures.

Remote battery packs and exit signs are present throughout. For optimum efficiency we would recommend changing out all fixtures to LED with internal battery packs. We
recommend installing new remote batteries in areas that are desired to have decorative fixtures, which do not have any option for internal emergency batteries.

An adequate amount of receptacles appears to be present. Receptacles are typically surface mounted via exposed conduit (see Photo E-2). The wiring to remotely located work stations on the floors is however concealed. All of the main library rooms contain data and WIFI. The IT devices are typically wired via exposed cabling that is highly visible (see Photo E-3). We suggest all new wiring (including but not limited to power, data, security, fire alarm and building control) be routed concealed in surface mounted raceway. Furniture can also be utilized to hide low voltage data wiring. The locations of all wiring will need to be mapped out and fully coordinated with existing conditions and new work prior to installation.

The fire alarm control panel is located on the basement level. This panel is mostly full and any additional fire alarm devices required would likely require additional extender panels. In general smoke alarm coverage throughout the building is pretty much complete. There are audible and visual devices throughout. The control panel and devices are dated. Consideration should be given to providing an upgraded, full coverage fire alarm. Life safety improvements are always money well spent.
MEP SYSTEM IMAGES:

Photo H-1

Photo H-3

Photo H-2

Photo H-4
Photo E-1

Photo E-2

Photo E-3
STRUCTURAL SYSTEMS

The firms of Clarke Caton Hintz and Harrison Hamnett (Structural Engineers) reviewed the existing conditions at the Hoboken Public Library as well as an earlier structural assessment, the “Feasibility Study” prepared by Jason Tarantino, Inc. Structural Engineering in January of 2010. Most of the conclusions of the report are still valid, although some of the work described has already been completed. For instance, the areaway, façade and basement program space work has been successfully completed and any structural issues have been addressed in those areas.

In terms of the other structural conditions:

1. The movement of the second stair at the north wall is still apparent. The proposed repair to this stair should happen in the near future.
2. When work is done in the attic, either to install new HVAC units or to create additional program space, the repairs to the roof trusses should be completed.

It is the opinion of the structural engineering team, based on review of the drawings and the existing conditions, that the existing and proposed uses on the first, second and third floors of the building will not require additional reinforcing of the existing structure. As the rehabilitation project is designed, this should be reconfirmed.

The roof trusses were assessed to see if they could support occupancy of the attic for reading rooms, meeting rooms and other Library functions. It was found that the trusses adequately support the roof loads and the ceiling over the third floor, but that they could not support occupancy of the attic without significant additional reinforcement.
**Significant Interior Features**

**Feature: Floors**
- Nonuniform terrazzo flooring

**Original 6sq wood flooring**

**Recommendation:** Clean, repair cracks to match existing.

**Feature: Wall**

**Original 12sq wood paneling**

**Recommendation:** Patch and repair panels to match existing installing compatible materials. Match the texture, and finish as much as possible.

**Features: Plaster**

**Remolded area**

**Recommendation:** Remove borders and replace with matching plaster.
**Feature: Architectural Features**

**Original Beam**
- **Recommendation:** Repair and refinish as per the finish analysis. Miter laps to match required. Paintwork code compliant.

**Original Windows**
- **Recommendation:** Repair existing windows and refinish per the finish analysis. Install new storm window.

**Feature: Architectural Features**

**Original Lighting**
- **Recommendation:** Replace original finish where required. Recess and installing with appropriate LED bulbs where possible.

**Mezzanine**
- **Recommendation:** Replace floor, stair, and column. Return to original floor level. New floor slabs can be removed.

**Stained Glass Skylight**
- **Recommendation:** Clean, repair, and replace.

**Feature: Main Stair**

**Recommendation:** Repair and refinish per the finish analysis.

**Second Stair**

**Recommendation:** Repair and refinish per the finish analysis.

**Feature: Staircase Paint**

**Recommendation:** Remove paint from walls in the Reading Room.

**Staircase Surrounding: Tile, etc.**

**Recommendation:** Paint to restore the original tile.
Recommendations:  

- Remove existing lighting fixtures and install new LED fixtures.

- Replace windows and install new ones in the front entrance and adjacent rooms.

- Install new carpet and paint the interior walls.

- Replace the existing roof with a new one.

- Upgrade the electrical and plumbing systems.

- Install new fixtures and finishes in the main living areas.

- Replace the existing HVAC system.

- Install new doors and hardware.

- Add new safety features such as smoke detectors and fire alarms.

- Upgrade the security system to include motion sensors and video cameras.

- Replace the existing landscape design with a new, more modern layout.

- Install new outdoor lighting to enhance the aesthetic appeal of the property.

- Replace the existing driveway and add new parking spaces.

- Install new fencing and gates to provide additional security.

- Upgrade the existing patio area with new furniture and outdoor kitchen facilities.

- Install new lighting fixtures in the garden areas to create a more inviting atmosphere.

- Replace the existing storm drainage system to prevent water ingress and flooding.

- Install new waterproofing membranes to protect the foundation from moisture damage.

- Install new insulation in the attic and crawl spaces to improve energy efficiency.

- Replace the existing roof with a new one.

- Install new windows and doors throughout the house.

- Replace the existing HVAC system with a more efficient model.

- Install new carpet and paint the interior walls.

- Upgrade the kitchen and bathroom fixtures and finishes.

- Replace the existing plumbing fixtures and systems.

- Install new lighting fixtures throughout the house.

- Install new exterior lighting to enhance the curb appeal.

- Upgrade the electrical system to accommodate new appliances and fixtures.

- Install new insulation in the attic and crawl spaces.

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- Replace the existing plumbing fixtures and systems.

- Install new lighting fixtures throughout the house.

- Install new exterior lighting to enhance the curb appeal.

- Upgrade the electrical system to accommodate new appliances and fixtures.

- Install new insulation in the attic and crawl spaces.

- Replace the existing roof with a new one.

- Install new windows and doors throughout the house.

- Replace the existing HVAC system with a more efficient model.

- Install new carpet and paint the interior walls.

- Upgrade the kitchen and bathr
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Name</th>
<th>Office</th>
<th>Recommendation</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Office</td>
<td></td>
<td>Remove carpet and two layers of VCT below</td>
<td>1</td>
</tr>
<tr>
<td>106</td>
<td>Office</td>
<td></td>
<td>Repair and restore original flooring.</td>
<td>2</td>
</tr>
<tr>
<td>107</td>
<td>Office</td>
<td></td>
<td>Peg and repair outlets per finish analysis.</td>
<td>3</td>
</tr>
<tr>
<td>108</td>
<td>Office</td>
<td></td>
<td>Peg and repair outlets per finish analysis.</td>
<td>4</td>
</tr>
<tr>
<td>109</td>
<td>Office</td>
<td></td>
<td>Peg and repair outlets per finish analysis.</td>
<td>5</td>
</tr>
<tr>
<td>110</td>
<td>Office</td>
<td></td>
<td>Peg and repair outlets per finish analysis.</td>
<td>6</td>
</tr>
<tr>
<td>111</td>
<td>Office</td>
<td></td>
<td>Peg and repair outlets per finish analysis.</td>
<td>7</td>
</tr>
<tr>
<td>112</td>
<td>Office</td>
<td></td>
<td>Peg and repair outlets per finish analysis.</td>
<td>8</td>
</tr>
</tbody>
</table>

**Room Number 105**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Remove carpet and two layers of VCT below. Repair and restore original flooring.
- **Priority**: 1

**Room Number 106**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 2

**Room Number 107**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 3

**Room Number 108**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 4

**Room Number 109**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 5

**Room Number 110**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 6

**Room Number 111**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 7

**Room Number 112**: **Office**
- **Significance of Space**: Primary, painted public use
- **Recommendation**: Peg and repair outlets per finish analysis.
- **Priority**: 8
**Room Number:** 108
**Room Name:** Park Avenue Entrance Vestibule

**Significance of Space:** Primary

**Primary:** Polyurethane terrazzo flooring with Groscum mastic border in good condition. Touch up stain and finish per paint analysis.

**Secondary:** Wood paneling full height wainscot in good condition; except for areas at south wall that have been unfinished and taped. Wipe down etching in good condition.

**Architectural Features:** High density wood paneling. Repair and refinish per paint analysis. Replace with appropriate LED fixtures.

**Significant Features:** Wood doors with glass mortises and semi-circular transom window. Contemporary hardware in appropriate condition. Contemporary hardware; inappropriate design. Touch up stain and finish. Replace hardware with contemporary hardware in appropriate condition. Touch up stain and finish. Replace hardware with contemporary hardware in appropriate condition.

**Recommendation:**
- Polyurethane terrazzo flooring with Groscum mastic border in good condition.
- Wood paneling full height wainscot in good condition; except for areas at south wall that have been unfinished and taped.
- Wipe down etching in good condition.
- High density wood paneling. Repair and refinish per paint analysis. Replace with appropriate LED fixtures.
- Wood doors with glass mortises and semi-circular transom window. Contemporary hardware in appropriate condition. Contemporary hardware; inappropriate design. Touch up stain and finish. Replace hardware with contemporary hardware in appropriate condition. Touch up stain and finish. Replace hardware with contemporary hardware in appropriate condition.

---

**Room Number:** 200
**Room Name:** Park Avenue Entrance Hall

**Significance of Space:** Primary

**Primary:** Polyurethane terrazzo flooring with Groscum mastic border in good condition. Repair and refinish per paint analysis.

**Secondary:** Door in good condition; susceptible for areas of staining on north wall at peep. Repair and repoint per paint analysis.

**Architectural Features:** Office wood overhang in good condition. Repair and refinish per paint analysis. Touch up stain and finish per paint analysis. Clean and repair the stained glass brick. Replace with appropriate LED fixtures.

**Significant Features:** Wood paneling; appropriate. Repair and refinish per paint analysis. Touch up stain and finish. Repair and refinish per paint analysis.

**Recommendation:**
- Polyurethane terrazzo flooring with Groscum mastic border in good condition.
- Door in good condition; susceptible for areas of staining on north wall at peep. Repair and repoint per paint analysis.
- Office wood overhang in good condition. Repair and refinish per paint analysis. Touch up stain and finish per paint analysis. Clean and repair the stained glass brick. Replace with appropriate LED fixtures.
- Wood paneling; appropriate. Repair and refinish per paint analysis. Touch up stain and finish. Repair and refinish per paint analysis.

---

**Room Number:** 205
**Room Name:** First Floor Circulation Hall

**Significance of Space:** Not significant

**Primary:** Contemporary terrazzo flooring in good condition.

**Secondary:** Painted panel wall border (D18) in good condition.

**Architectural Features:** Contemporary wall sconces in good condition.

**Significant Features:** Wood window trim in good condition with area of deteriorating paint. The historic wood door frame remains, but a contemporary frame and double door has been installed leading to Hall 109.

**Recommendation:**
- Contemporary terrazzo flooring in good condition.
- Painted panel wall border (D18) in good condition.
- Contemporary wall sconces in good condition.
- Wood window trim in good condition with area of deteriorating paint. The historic wood door frame remains, but a contemporary frame and double door has been installed leading to Hall 109.

---

**Room Number:** 210
**Room Name:** Second Floor Circulation Hall

**Significance of Space:** Not significant

**Primary:** Contemporary wood floor in good condition. The transition from the historic stairs to the contemporary flooring is a gaping hole.

**Secondary:** Planter above wood paneling is weathering in good condition. Planter above wood paneling is weathering in good condition.

**Architectural Features:** Planter surface and planter in good condition. Planter surface and planter in good condition. Planter surface and planter in good condition.

**Significant Features:** Original decorative wood door frames in good condition except for some areas of wear in the East. The original doors had been previously removed.

**Recommendation:**
- Contemporary wood floor in good condition. The transition from the historic stairs to the contemporary flooring is a gaping hole.
- Planter above wood paneling is weathering in good condition. Planter above wood paneling is weathering in good condition.
- Original decorative wood door frames in good condition except for some areas of wear in the East. The original doors had been previously removed.
### Recommendations

**Room Number: 201**

- **Room Name: Double Room**

  **Significance of Space: Most significant**

  - **Style:** Contemporary synthetic wood floor in good condition.
  - **Surface:** Urban, well-maintained, in good condition except for some minor wear.
  - **Condition:** Painted patterned in ceiling in good condition except for some minor wear.

  **Recommendations:**

  - Remove contemporary floor and two layers of VCT below. Repair and refinish the original flooring. Prep and apply a fresh finish. Strip paint and repaint per finish analysis.
  - Repair as required and repaint per finish analysis.

**Room Number: 202**

- **Room Name: Bedroom**

  **Significance of Space: Most significant**

  - **Style:** Contemporary synthetic wood floor in good condition.
  - **Surface:** Urban, well-maintained, in good condition except for some minor wear.
  - **Condition:** Painted patterned in ceiling in good condition except for some minor wear.

  **Recommendations:**

  - Remove contemporary floor and two layers of VCT below. Repair and refinish the original flooring. Prep and apply a fresh finish. Strip paint and repaint per finish analysis.
  - Repair as required and repaint per finish analysis.

**Room Number: 203**

- **Room Name: Corridor Area**

  **Significance of Space: Primary**

  - **Surface:** Contemporary synthetic wood floor in good condition.
  - **Condition:** Urban, well-maintained, in good condition except for some minor wear.

  **Recommendations:**

  - Remove contemporary floor and two layers of VCT below. Repair and refinish the original flooring. Prep and apply a fresh finish. Strip paint and repaint per finish analysis.

**Room Number: 204**

- **Room Name: Group Study Room**

  **Significance of Space: Most significant**

  - **Style:** Contemporary synthetic wood floor in good condition.
  - **Surface:** Urban, well-maintained, in good condition except for some minor wear.

  **Recommendations:**

  - Remove contemporary floor and two layers of VCT below. Repair and refinish the original flooring. Prep and apply a fresh finish. Strip paint and repaint per finish analysis.

---

**KEY PLAN**

- **DATE:** 02/16/2017
- **SCALE:** NOT TO SCALE
- **DRAWN BY:** LB
- **Second Floor Rooms 201 - 204**
<table>
<thead>
<tr>
<th>Room Number: 205</th>
<th>Room Name: Bank Stacks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Significance of Space</strong></td>
<td><strong>Recommendations</strong></td>
</tr>
<tr>
<td>Primary: Contemporary synthetic wood flooring in good condition.</td>
<td>Remove contemporary flooring and two layers of VCT below. Repair and refinish original flooring. Prop. repair and paint per finish analysis. Reconfigure HVAC to be less intrusive. Strip paint and repaint per finish analysis.</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>Primary:</td>
</tr>
<tr>
<td>Projected pin ceiling in good condition except for some areas of flaking</td>
<td>Repair and refinish per finish analysis.</td>
</tr>
<tr>
<td><strong>Architectural Features</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Built-in benches, Remaining areas are in fair condition, but large panels at shelving had been previously removed. Dust work occupies part of the historic bookcase.</td>
<td>Replace with appropriate LED fixtures.</td>
</tr>
<tr>
<td><strong>Flooring</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Contemporary synthetic light, not historically sensitive.</td>
<td>Touch-up stain and refinish per paint analysis.</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Original wood trim 205 and 206 are in fair condition. Contemporary hollow-mold trim and door heads to 240 &amp; 241. Large-scale duct work is exposed at north and west walls.</td>
<td>Install historically appropriate door and frame. Reconfigure HVAC and rooms to be less intrusive.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Number: 206</th>
<th>Room Name: Second Floor Elevator Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Significance of Space</strong></td>
<td><strong>Recommendations</strong></td>
</tr>
<tr>
<td>Secondary: modestly used for storage, but has original details, etc.</td>
<td>If possible, remove contemporary flooring and two layers of VCT below. Repair and refinish original flooring. Prop. repair and paint per finish analysis.</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Painted plaster and GMR in good condition.</td>
<td>Expose original ceiling.</td>
</tr>
<tr>
<td><strong>Architectural Features</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Unlighted, no trim lights.</td>
<td>Install appropriate LED fixtures.</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Original wood trim where remaining is partially obstructed by ACT ceiling.</td>
<td>Expose original wood trim; touch up stain and refinish per finish analysis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Number: 207</th>
<th>Room Name: Staff Work Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Significance of Space</strong></td>
<td><strong>Recommendations</strong></td>
</tr>
<tr>
<td>Secondary: currently used to staff</td>
<td>Repair and refinish as required.</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Painted plaster ceiling in good condition except for some areas where surface-mounting plumbing had been previously removed, and trim areas of paint deterioration.</td>
<td>Repair and repaint as required.</td>
</tr>
<tr>
<td><strong>Architectural Lights</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Contemporary lights.</td>
<td></td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Original gessoed wood window trim. Contemporary wood door with hollow-mold frames.</td>
<td></td>
</tr>
<tr>
<td><strong>Ceiling</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Surface mounted incandescent, electrical conduit, and lighting.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Number: 208</th>
<th>Room Name: Second Floor Restrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Significance of Space</strong></td>
<td><strong>Recommendations</strong></td>
</tr>
<tr>
<td>Secondary: not in use.</td>
<td>Expose original ceiling where possible.</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Contemporary ceiling in fair condition with plaster above. Plaster is damaged around sink.</td>
<td>Install new, appropriate LED fixtures.</td>
</tr>
<tr>
<td><strong>Architectural Lights</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>ACT ceiling considerably lower than original plaster ceiling but in fair condition. Original plaster ceiling with incandescent wood lights and vents in addition to duct work above.</td>
<td>Install new, appropriate LED fixtures.</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Surface painted light above sink.</td>
<td></td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Original wood door with transom and trim, and window trim on south and east.</td>
<td>Install new, appropriate LED fixtures.</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td><strong>Recommendations:</strong></td>
</tr>
<tr>
<td>Historic, but bowed by ACT ceiling. Door trim may be blocked.</td>
<td></td>
</tr>
</tbody>
</table>

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**KEY PLAN:**

**DATE:** 05/01/2017

**SCALE:** 1/8" = 1'-0"

**DRAWN BY:** [Signature]

**Second Floor Rooms 207 - 208**

**A.7**
### Room Number 300: Children's Room
**Significance of Space:** Primary, most significant public space

- **Problem:** False/strain condition with shaped slabs, cracks, and peeling.
- **Recommendation:** Remove slab to项boe floor and two layers of VAF barrier. Repair and finish original floor. Prep and paint or finish paper finish analysis.

- **Priority:** 1

---

### Room Number 301: Young Adult Room
**Significance of Space:** Primary, significant public space.

- **Problem:** False, Plaster in good condition with budliging to a stair rail at south and west wall. Chair rail is missing on south wall. Eging, the ACT eiling is temporarily lever the original plaster ceiling. Not historically sensitive, but in fair condition.
- **Recommendation:** Replace plaster with new plaster and ACT ceiling as applicable to basic acoustic criteria. Keep original plaster and ACT ceiling.

- **Priority:** 1

---

### Room Number 302: Third Floor Elevator Hall
**Significance of Space:** Secondary, currently used by staff.

- **Problem:** Contemporary synthetic wood floor in good condition.
- **Recommendation:** Consider reconfiguring the stair to allow for the stairs to be fully exposed. As this is a completely reconfigured space, the design of the stair and doors is flexible. Consider trim and detailing that is best suited to the building as a whole.

- **Priority:** 1

---

### Room Number 303: Staff Room
**Significance of Space:** Secondary, currently used by staff.

- **Problem:** Contemporary synthetic wood floor in good condition.
- **Recommendation:** Dismantle and reassemble sconce or install new sconce. Original sconce is partially covered by ACT ceiling. Does not have original trimmings or original sconce. Window has fixed porthole grills at lower level.

- **Priority:** 1

---

### Room Number 305: Staff Room
**Significance of Space:** Secondary, currently used by staff.

- **Problem:** Contemporary synthetic wood floor in good condition.
- **Recommendation:** If this becomes a public space, remove laminate. Repair and finish original floor. Prep and paint or finish paper finish analysis.

- **Priority:** 1
### Room Number 306: Group Activity Room

**Scope of Space:** Secondary, not a significant public space.

**Significance of Space:** Secondary, not a significant public space.

**Recommendations:**
- Replace carpet and tiered培养学生 floor with hardwood.
- Replace and refinish original flooring.
- Prop and support per point analysis.
- Replace with appropriate LED fixtures.

**Priority:**

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace carpet and tiered students floor with hardwood.</td>
<td>3</td>
</tr>
<tr>
<td>Replace and refinish original flooring.</td>
<td>3</td>
</tr>
<tr>
<td>Prop and support per point analysis.</td>
<td>3</td>
</tr>
<tr>
<td>Replace with appropriate LED fixtures.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Existing Conditions:**
- Violin close to the wall so students would need to turn their head.
- Window trim painted brown.
- Door trim painted brown.
- Student desk with considering for replacement.

**Future Use:**
- Replace old windows. Maintain original.
- Replace lost windows. Replace original. Maintain.
- Floor trim painted brown.
- Replace old windows. Maintain original.
- Replace lost windows. Replace original. Maintain.
- Replace lost windows. Replace original. Maintain.

**Next Steps:**
- Replace old windows. Maintain original.
- Replace lost windows. Replace original. Maintain.
- Replace lost windows. Replace original. Maintain.
IV. CODE & ACCESSIBILITY REVIEW

INTRODUCTION:

Clarke Caton Hintz completed a code analysis for the Hoboken Public Library as part of the preparation of this Capital Master Plan. The purpose of this analysis is to understand existing and potential building safety issues as well as code inspection and accessibility issues so that the Board of Trustees can plan for potential capital costs. The following codes were reviewed: International Building Code 2015, NJ edition; New Jersey’s Rehabilitation Subcode; International Fire Code; and ICC/ANSI A117.1. The following building classifications currently apply:

Existing and Proposed Use Group:
A3, Assembly (Library)

Building Area:
Lower Level (Basement): 4,740 SF
1st Floor: 4,740 SF
Mezzanine: 1,340 SF
2nd Floor: 4,860 SF
3rd Floor: 4,860 SF
Total Occupiable Area: 20,540 SF

Building Height: 3 stories (plus basement)

Only the basement of the building is sprinklered. This system was installed as part of the recent renovations to the building and addresses code issues relating to “windowless stories”.

Construction Type: In reviewing some of the recent Construction Documents for renovation and restoration work for the building, it appears that the building was classified as VB construction which assumes that the exterior walls and the interior structure are made of combustible materials (e.g. wood structure). This appears to be incorrect: While the interior structure is wood, the exterior walls are masonry (non-combustible). The building therefore meets the requirements of IIIB construction. For this construction type, neither the floor/ceiling assemblies nor interior partitions (except around fire stairs, etc.) are required to be rated, while the exterior walls are assumed to have a two-hour fire rating, except where punctured by windows and doors. This construction type closely matches the existing conditions at the Hoboken Public Library.

If the Hoboken Public Library were a new building, with IIIB construction, it would be permitted to have two stories and 9,500 sf per floor. Unfortunately, even when fully sprinklered throughout all floors, buildings of the A3 use group are only permitted to be three stories tall.

Since the building is deemed to be historic and since work must meet the requirements of the Secretary of the Interior’s Standards for the Treatment of Historic Properties, New Jersey’s Rehabilitation subcode applies, and its requirements often permit certain existing conditions to remain in place even if they don’t meet the letter of the code for new building construction.

REHABILITATION SUBCODE:

The Rehabilitation Subcode is the part of the NJ Uniform Construction Code that deals with existing and historic buildings. This code recognizes that it is not always feasible to require an existing or historic building that is being renovated to meet all of the code requirements of new construction. This subcode allows for flexibility in various code requirements, including egress and fire protection, while setting reasonable base
standards for life safety, as long as the building’s use is not changed or not changed to a more hazardous use category. There are base requirements for buildings of all use groups, as well as higher base standards for larger projects and for buildings that have a more hazardous occupancy.

There are six categories of work described by the Rehabilitation Subcode: Repair, renovation, alteration, reconstruction, change of use and addition. Work of more than one category may be part of a single, larger project.

Future work at the Hoboken Public Library may fall into the full range of work:

Repair is defined as “...the restoration to a good or sound condition of materials, systems and/or components that are worn, deteriorated or broken using material identical or similar to the existing.”

Renovation is defined as “...the removal and replacement or covering of existing interior or exterior finish, trim, doors, window or other materials with new materials that serve the same purpose and do not change the configuration of space.” It also includes the replacement of equipment or fixtures. These categories only require that any work being completed not cause any lessening of the existing structure’s or system’s capacity or accessibility, and that certain non-compliant products or practices not be used. In addition, door hardware being replaced should be upgraded so that it is handicapped accessible. In the Repair category, new toilets should be “low-flow.” If restrooms are being renovated, they must be barrier free; when doors are replaced, they should also meet certain accessibility requirements.

Alteration is defined as “...the rearrangement of any space by the construction of walls or partitions or by a change in ceiling height, the addition or elimination of any door or window, the extension or rearrangement of any system, the installation of any system, the installation of any additional equipment or fixtures and any work which reduces the load bearing capacity of or which imposes additional loads on a primary structural component.” This would include HVAC and electrical, as well as any interior reconfigurations that might be required. This type of work has more detailed requirements, including Materials and Methods, and requires greater accessibility compliance.

Reconstruction is defined as “...any project where the extent and nature of the work is such that the work area cannot be occupied while the work is in progress and where a new certification of occupancy is required before the work area can be reoccupied.” This applies to major renovation projects, and would likely include work from the other categories. Most work described in this Capital Master Plan would fall into this category.

Additions include “...any increase in the footprint are of a building or an increase in the average height of the highest roof surface or the number of stories.” Additions and new building elements are required to comply with the provisions of the other technical subcodes of the UCC (i.e. as if it were a new building). If an addition to the Library becomes feasible at some future date, these requirements will need to be met.

There is no limitation to the amount of “repair” work that is permitted to be undertaken. However, all alteration work must be reviewed to insure that it does not cause a non-conforming situation with the regard to the base requirements of the particular Use Group. Major renovations that qualify as “reconstruction” under the
Rehabilitation Subcode have more stringent code requirements (but not as stringent as for new construction). In any case, the building must meet the basic requirements of the Uniform Fire Code.

CHANGE OF USE:

The other aspect of the Rehabilitation Subcode that comes into play is when an existing building or portion of a building changes use.

In broad terms, the Subcode continues to treat existing buildings in a special way as long as the new uses have the same or lower “hazard classifications” in a number of areas. These areas include “Relative Group Hazard”, “Means of Egress”, “Height and Area”, “Exposure of Exterior Walls”, “Exterior Wall Requirements”, “Automatic Sprinkler System”, “Structural Load Categories”, etc. In each of these categories, R3 Single Family Residence is the lowest hazard. Any change of use to a higher hazard classification means that most of the code requirements for new buildings comes into play. Since there is no change of use anticipated for the Hoboken Public Library, this section will likely not apply.

HISTORIC BUILDINGS:

The Rehabilitation Subcode also addresses buildings that are listed on the State and National Registers of Historic Places. For instance, historic buildings undergoing repair, renovation, alteration, restoration or reconstruction consistent with the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties may comply with certain Special Provisions instead of complying with the corresponding requirements of the main code. The following Special Provisions apply to the Hoboken Public Library:

1. Materials and Methods: Exceptions are granted for materials that are exposed to view in recognition of the need to preserve the historic character of the building.
2. One-Hour Fire Resistive Assemblies: Where one-hour fire resistive construction is required, existing plaster and lath is permitted to remain and meet the requirement.
3. Means of Egress: Existing widths of existing door openings, corridors and stairways may be maintained if less than the required means of egress width, provided that the local code official finds the opening traversable.
4. Doors: Direction of swing and hardware requirements may be waived, provided that the level of accessibility and safety of egress is increased wherever possible.
5. Railings: Existing handrails may remain or may be replaced with new to match the originals, even when they do not meet code requirements for new construction. Guardrails of 42” are not required; rail height of at least 30” is acceptable and the existing baluster and rails may remain.
6. Exit Signs: Alternate locations or designs may be acceptable if the code requirements would result in damage to the building’s historic character.

PLUMBING Fixture ANALYSIS:

The Hoboken Public Library has existing restrooms on all three floors, plus new restrooms in the basement. The first floor has larger restrooms with two water closets and two lavatories for each gender. The upper floors and the basement have single user restrooms with one water closet and one lavatory in each restroom (see the next section for a discussion of their accessibility).
When analyzing current occupancy and plumbing fixture count requirements, it is apparent that the building has more fixtures than required by current code:

A recent calculation by Dennis Koval Architects indicates the following occupant loads for each floor level:

- **Basement:** 215 people
- **First Floor:** 41 people
- **Second Floor:** 63 people
- **Third Floor:** 106 people
- **Total:** 415 people

This occupant load calculation leads to the following plumbing fixture requirements:

**Men:**
- Toilets/Urinals, Required: Two
- Toilets/Urinals, Provided: Four
- Lavatories, Required: Two
- Lavatories, Provided: Four

**Women:**
- Toilets, Required: Four
- Toilets, Provided: Four
- Lavatories, Required: Two
- Lavatories, Provided: Four

As is apparent from this analysis, the building meets the current number of fixtures currently required by code. However, the condition of the restrooms on the upper floors is only fair. As renovations to the building take place, the restrooms should be upgraded.

**HANDICAPPED ACCESS:**

The Hoboken Public Library is, for the most part, handicapped accessible, given its historic configuration (e.g. the first floor is raised significantly above grade). Extensive effort was put into providing access to all floors when a new elevator was added in the side alley in 2004. While the main and side entries are not at grade, the elevator provides handicapped access.

In general, the public restrooms are accessible, although some repairs to the restrooms on the upper floors are needed. The restrooms on the ground floor are brand new, and at least one of them is fully accessible.

**RENOVATION OF THE ATTIC:**

Since the Hoboken Public Library clearly needs additional space, the Capital Master Plan team explored the possibility of renovating the existing attic. The first issue to consider is whether occupancy of this fourth floor would be permitted by code.

As described above, the Library is currently three stories, plus a fully occupied basement. Per the current building code, the building is an A3 use group (Assembly 3, which includes libraries). The construction type is IIIB (masonry, non-combustible exterior walls with wood floor and roof structure). If the building were new, the current building codes would only permit a two-story building for this use group (A3) and construction type (IIIB). If the building were fully sprinklered, it could be three stories tall, but not four.

The building's current configuration is "grandfathered", but it is clear that the codes do not permit expansion to a fourth floor, even if the building were fully sprinklered. That being said, the City may be willing to provide a Code Variation to permit occupancy. If that proves to be the case, two means of egress (fire stairs) would need to be provided, as well as handicapped access (the elevator would need to be extended).
The roof trusses provide an additional complication when considering renovating the attic for additional library space. They serve two functions: Supporting the roof and its various loads, and supporting the ceiling over the third floor. The existing trusses, while adequate to support the existing loads, do not have spare capacity. They would need to be reconstructed with steel in order to be able to support new floor loads. This is both prohibitively expensive, but would further reduce available space in the attic.

**SUMMARY:**

As renovations are made to the Hoboken Public Library, there are code and accessibility improvements that should be made: The HVAC system should be replaced and current ventilation requirements implemented; restrooms and door hardware should be improved; fire alarm and detection systems should also be upgraded, etc.

A second set of requirements comes into play only if the use of the building or portions thereof changes or if the Library seeks to expand into the current attic. New code requirements may kick in, at least for the new portions, and likely for the entire building.

The code analysis of the Hoboken Public Library begins with the assumption that the existing use (Library) will remain in the building for the foreseeable future. If the use and size of the building remains essentially the same, the code analysis of the building is relatively straightforward, with minimal changes required.
V. MASTER PLAN AND FUTURE USE OF THE BUILDING

PRESEvation PHILOSOPHY

All future projects at the Hoboken Public Library should be planned, designed and executed in compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The Library will continue to serve as a well-used library building with spaces used for collections, reading, meetings, programs, lectures, exhibits, relaxing, research, etc. Because of this range of uses and the likelihood that the uses will need to be updated and rearranged, rehabilitation should be the guiding preservation philosophy.

Rehabilitation is defined in the Standards as, “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. Rehabilitation acknowledges the need to alter or add to an historic property to meet continuing or changing uses while retaining the property’s historic character.”1 Rehabilitation provides flexibility, enabling new materials to be added and changes to be made while retaining the important historic character-defining features of each element and of the overall building.

GOALS FOR THE MASTER PLAN

The development of this Capital Master Plan began with several basic assumptions. In general, these assumptions were reinforced during the master plan process, with several others added based on focus group meetings and feedback from the Board of Trustees:

- Preserve and rehabilitate the existing Library building so that it can accommodate the changing demographics of Hoboken, as well as the changing nature of libraries in general as best as possible, without damaging the existing historic fabric.
- Seek creative ways to expand the Library, or provide other locations or other delivery methods, to serve the people of Hoboken.
- Identify ways to phase the improvements to the Library so that renovation work is as unobtrusive as possible.
- Identify funding sources for the improvements.

These goals guided the analysis work, as well as the concept plans and final master plan that were developed.

THE CHANGING NATURE OF LIBRARIES

The Trustees of the Hoboken Public Library, as part of the master planning process, hired the firm of Library Development Solutions to assist in creating a vision for the future of the Library, as well as strategies for reaching that vision. Their planning document, called the “Hoboken Public Library Space Assessment,” was completed in January of 2017 and is included as an appendix to this master plan.

The Space Assessment was the result of a series of interviews and focus group meetings that targeted specific demographic groups that are now using the Library, or which the Trustees would like to encourage to use the Library. The goals, needs and wants for the

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1 http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm
Library were recorded and summarized. Once analyzed and prioritized, this information led to specific space requirements unique to the culture and changing demographics of Hoboken. In addition, the existing program at the Library was compared to the program that is typically required for a growing city of 50,000+ residents.

The Space Assessment also identifies ways that libraries have changed over the past several decades, and the ways that they are still changing:

- **Libraries understand that the service interaction between patrons and staff is changing from transactional to collaborative with a greater emphasis on providing services such as these:**
  - Hands-on assistance with digital devices
  - Technology classes that teach...how to use the latest hardware and software
  - Information discovery from digital resources
  - Reader’s advisory service tailored to individual patron needs
  - Larger collections of popular, in-demand items
  - Space that supports those who work from home, job seekers, collaborative learning, and quiet study
  - Comfortable seating that encourages conversation and invites customers to spend time in the library
  - Engaging programs on a variety of topics that educate, inform and entertain...
  - Opportunities for community engagement through facilitated discussions
  - Leadership and volunteer training for pre-teens and teens
  - A comprehensive program of services for children that supports early literacy and life-long reading.

These aspects of the changing nature of libraries have program and space implications, some direct and specific, and some indirect and by implication. The concept plans that have been developed for the Hoboken Public Library have taken these observations into account.

**SPACE AND PROGRAMMATIC NEEDS**

The Hoboken Public Library current contains approximately 20,132 gross square feet of space, with about 12,941 sf used for direct library functions. As stated in the Space Assessment, “This is far below the space needed to provide adequate library service to Hoboken’s 50,000 residents.”

The Space Assessment provides a summary comparison, stating that Hoboken’s Library should have at least 27,750 sf of program space. In addition, the Assessment identifies a number specific program requirements that were the result of the numerous interviews and focus group sessions organized by the authors, as well as current “best practices.” The Assessment notes that Hoboken’s population is anticipated to grow to almost 58,000 by 2040, thus requiring:

- “A print collection of 100,000, an increase from the library’s current collection size of 73,000...”
- A non-print collection of 14,500 items
- A new book area with approximately 2,000 volumes.
- 200 reader seats.
- Six small meeting rooms...
- A conference room for 20 people.
- A 50-seat dedicated space for children’s programming.
- A 15-seat computer training lab.”
At the end of this chapter, Table A compares the space currently available for various functions as the Library is currently configured, to the space that should be provided, based on national standards as well as the comments provided by the various focus groups. It is clear that the current Library is short of space in virtually every program category.

OPTIONS

In order to create much-needed space for Hoboken Public Library, a number of options were considered. These include:

- Preserving, reorganizing and rehabilitating the existing Library building so that it is more efficient and that it more closely meets the needs of the current patrons.
- Finding ways to expand the Library within its current footprint. For instance, the feasibility of renovating the existing attic for program space was assessed.
- Purchasing additional space for the Library, either adjacent to the existing building or in other locations around the City.
- Creating satellite locations.
- Creating a satellite “Children’s Library.”
- Including a “café” in the Library
- Leasing smaller “pop-up” Library locations around the City.
- Explore ways to increase the Library’s virtual footprint, without needing to construct additional space.

After reviewing these options as well as different scenarios, the Board of Trustees gave the following feedback:

- The existing Library building should be rehabilitated as a full-service, main branch with all existing functions remaining.
- Explore ways to expand the existing building, making sure that the expansion is fully integrated functionally with the existing building.
- The Library should not have a full café space as part of the building program.
- Explore lease options for “pop-up” library branches.
- Expand virtual presence.
- Expand temporary and mobile presence (mobile bus unit, etc.).

These conclusions are summarized in Table B. This Table represents a revised version of the summary document developed by former Board President, Allen Kratz.

RECOMMENDATIONS OF THE MASTER PLAN

The Master Plan team presented a number of options and concept plans to the Board of Trustees. After receiving feedback, the plans were revised and the following recommendations developed. As is typical of all useful master plans, these recommendations are intended to be a guide for future work at the library. They are not permanent or immutable. They should be reviewed and revised periodically to make sure that they are relevant and that they take into account changing conditions and new opportunities.

1. Preserve, rehabilitate and reorganize the existing Hoboken Library Building as full-service, main branch. Proposed changes include:
Hoboken Public Library

Capital Master Plan

1st floor
- Relocate the circulation desk to provide a larger, more welcoming lobby and allow for the restoration of this important space.
- Add locations for electronic check-out and return.
- Substantially increase the lounge seating with the addition of several reading rooms and soft seating areas.
- Relocation of local history room to the first floor provides for a more forward facing, convenient location.
- Reorganization of stacks to provide a prominent location for new fiction/non-fiction and patron support, thus providing a more open, inviting and casual destination for exploring the collections.
- Addition of the lift to the mezzanine allows for HC access to this area renovated for new non-fiction books and for casual seating.

3rd floor
- Reworking of the children’s library allows for ample book storage, appropriately sized seating and dedicated story time space.
- Enclosure added to the stair provides additional safety and security.
- Relocation and enlargement of the teen center allows for better access and a space the teens can call their own.
- Relocation of the Processing Room provides each employee with their own space, increased work space and storage space.

The Concept Plans at the end of this chapter are graphic representations of these proposed changes.

2. Phase the renovations to reduce negative impact on the functioning of the Library. See Chapter VI for a discussion of phasing options.

3. Explore purchasing a neighboring property. If a purchase is successful, the adjacent building could be renovated or rebuilt to connect to the existing Library and house the Children and Teen Library.

4. Explore renovating the attic of the existing building to provide additional program space. This option is addressed elsewhere in this document and appears to be a

5. Continue to use the space at the Multi-Service Center at 124 Grand Street as swing space during construction of the various renovation phases.

6. Find additional temporary "pop-up" Library spaces to test different programmatic organizations, as well as locations for potential future branches.
7. Expand digital access, off-site programming and staff interaction throughout the community. This includes updating and improving the Library's website.

**ADDING TO THE LIBRARY**

The clear direction from the Board of Trustees is to keep a full-service library at the current location. However, the building has well-documented limitations, and is far smaller than is needed to serve the current and anticipated population of Hoboken. To that end, a number of potential expansion sites were explored. Because of the City’s dense development and high real estate prices, it is unlikely that additional sites adjacent to the Library will be found. If one does become available, the existing Library can be reorganized to reflect the newly available space.

The Board of Trustees is also considering the possibility of purchasing or obtaining branch library locations. Outright purchase of sites within the City will also be difficult for the reasons stated above. However, it may be more feasible for the City to require a developer to provide a branch location in a new development in exchange for development concessions. This is similar to the scenario that allowed for the construction of the innovative 53rd Street Library in Manhattan.

This master plan also considered the expansion of the Library into the existing attic space. However, after considering the complex code requirements for expanding into the attic, including the need for two means of egress as well as elevator access, and the cost and complexity of reinforcing the attic
Proposed Plan

Hoboken Public Library - First Floor/Mezz.

July 25, 2017
Proposed Plan

Hoboken Public Library - Third Floor

July 25, 2017
<table>
<thead>
<tr>
<th>LIBRARY FUNCTIONS</th>
<th>EXISTING CONDITIONS</th>
<th>RECOMMENDED IN LDS SPACE STUDY</th>
<th>PROPOSED OPTION 3</th>
</tr>
</thead>
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<td>New Books &amp; Circulation Desk</td>
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<td>Entry</td>
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<td>Periodicals</td>
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<td>Conference Room**</td>
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<td>Café</td>
<td>0</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>Local History</td>
<td>100</td>
<td>500</td>
<td>396</td>
</tr>
<tr>
<td>Lounge Spaces***</td>
<td>0</td>
<td>4,545</td>
<td>276</td>
</tr>
<tr>
<td>Conference Room</td>
<td>204</td>
<td>375</td>
<td>204</td>
</tr>
<tr>
<td>AV Production</td>
<td>0</td>
<td>100</td>
<td>128</td>
</tr>
<tr>
<td>Gallery</td>
<td>153</td>
<td>200</td>
<td>106</td>
</tr>
<tr>
<td>Friends Bookstore</td>
<td>285</td>
<td>100</td>
<td>285</td>
</tr>
<tr>
<td>Friends Storage</td>
<td>0</td>
<td>100</td>
<td>98</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>742</strong></td>
<td><strong>6,220</strong></td>
<td><strong>1,493</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPORT SPACE</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical, Elevator, Storage, etc.</td>
<td>6,960</td>
<td>8,713</td>
<td>5,584</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>6,960</strong></td>
<td><strong>8,713</strong></td>
<td><strong>5,584</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20,132</strong></td>
<td><strong>43,566</strong></td>
<td><strong>20,132</strong></td>
</tr>
</tbody>
</table>

*Quiet Study is proposed to be part of the Adult Services/Reference function.

**Conference room is currently part of Director's Office. Conf. room function part of Staff lounge in new plan.

***Lounge spaces are proposed to be located within the library functions square footages.
**Table B: Next Steps – Due Diligence for Capital Planning Process**

This matrix contemplates using five types of "walls" to address the capital needs of the Hoboken Public Library.

<table>
<thead>
<tr>
<th>Walls...</th>
<th>Objective</th>
<th>Advantages + Strategic Plan Linkage</th>
<th>Challenges</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Old</strong></td>
<td>Showcase Library’s intellectual-vocational legacy, preserve existing central, historic building per Secretary’s Standards for Treatment of Historic Properties.</td>
<td>Restore Honors Hoboken’s history and a much-loved centrally located historic building co-located with schools, hospital, convenience retail and active park</td>
<td>Requires a team skilled in combining the best of the old and the best of the new in respecting the architecture and history of the building.</td>
<td>1. Identify conservation/preservation tasks that can be done now. 2. Prepare rehabilitation cost estimate.</td>
</tr>
<tr>
<td><strong>2. New</strong></td>
<td>Purchase adjacent property for expansion (rehab existing or raze and build new). Connect the two buildings to act as one, with shared elevators, thru passage, HVAC, etc.</td>
<td>Reimagine Combines advantages of #1 with community’s desire for refreshing library experiences. Offers opportunities for grinder-equipped public toilets, HVAC, strollers, etc.</td>
<td>Requires seller’s consent. Requires a team skilled in addressing architectural and engineering issues, e.g., height of buildings’ floor plates don’t match; needs ADA access and life-safety egress.</td>
<td>1. Obtain appraisal (value, as-of-right zoning, etc.) 2. Consult owner. 3. Prepare cost estimate to rehabilitate. 4. Prepare cost estimate to raze and build new.</td>
</tr>
<tr>
<td><strong>3. None</strong></td>
<td>Create a “Library without Walls” – emphasizing digital access + offsite programming + staff interaction throughout the community.</td>
<td>Transform Places the “Library” where people live, learn, work, meet, shop, play, dine, visit, commute, etc.</td>
<td>Requires a new thinking by trustees, staff, patrons. Requires staff creativity in finding opportunities for off-site/virtual interactions.</td>
<td>1. Research examples of successful “libraries without walls” 2. Incorporate research results into final version Strategic Plan</td>
</tr>
<tr>
<td><strong>4. Others’</strong></td>
<td>Utilize vacant/underused real estate in existing real estate or in future developments.</td>
<td>Transform Matches Library’s finite finances to evolving demographic needs with lesser capital investment.</td>
<td>Requires trustee and staff identification and management of complex real estate tenancies.</td>
<td>1. Scan available/potential real estate opportunities.</td>
</tr>
<tr>
<td><strong>5. Temporary</strong></td>
<td>Provide swing space for preservation and rehabilitation of existing historic building.</td>
<td>Restore Provides continuity of service during preservation of existing building (#1)</td>
<td>Requires a space (or spaces) that are sufficient in size, patron appeal and staff efficiency.</td>
<td>1. Analyze SD8 Park as potential swing space. 2. Identify alternate/additional swing space.</td>
</tr>
</tbody>
</table>

Prepare by Allen Kratz, January 2107
VI. PHASING RECOMMENDATIONS

INTRODUCTION

This phasing recommendations section will provide guidance for future work. It incorporates the recommendations of the building assessment, code and accessibility review and the consensus recommendations.

For work on the Hoboken Public Library, “rehabilitation” will be the overarching treatment philosophy. Under this philosophy, the existing, historic materials and features will be maintained whenever possible, will be repaired where necessary and will be replaced only where repair is not an option.

Because much of the most emergent work has already been completed, including the exterior restoration and the renovations and improvements to the ground floor, there is now the opportunity to complete a careful and measured rehabilitation of the upper three floors, preserving and restoring the most important historic features, while updating building systems, adding crucial technology infrastructure and reconfiguring the library functions so that the building can serve the people of Hoboken efficiently, effectively and beautifully for decades to come. The one exception to this description is the HVAC system on the upper floors: This is an ad hoc, ineffective system that has reached the end of its useful life. The replacement of all or part of this system is an emergent project that should be addressed as quickly as possible.

In terms of completing the work, there are two primary approaches: Complete all remaining renovations as a single project, or complete the project in phases. Each approach has pros and cons:

Single Project:

Pro: Easiest way to manage construction; lowest overall construction cost; best in terms of public safety and logistics.

Con: Closes the library for 18-24 months; need to find large and likely expensive swing space; single large project may be difficult to fund.

Multi-Phase Project:

Pro: Keeps the library operating in its current location; easier to find funding; most important projects can be prioritized.

Con: Logistics and construction phasing are complicated; portions of the building will be shut down for each phase; some swing space will need to be located in any case.

The planning and logistics for a single project are relatively straightforward, even if difficult from a funding and “political” point of view. The overall concept plans and system upgrades would be design, bid and constructed as a single phase. A multi-phase project is more complex, but perhaps more feasible.

Following is a description of a three or four phase approach to the rehabilitation of the building that is organized around making the overall renovations as effective and unobtrusive as possible, while keeping most of the Library operating during each phase:

PHASE “A”:

If timing and funding permit, the Library can immediately begin replacing the existing HVAC system. The recommended VRF/ VRV system can be installed as a separate system for each floor, and can be installed prior to the start of the major renovation projects. Designing a separate system on each floor allows flexibility during construction, e.g. the
HVAC on the other floors remains operational while one floor is being renovated. In addition, the flexibility of this system allows for re-use and expansion of most components for the renovation project, without having to start from scratch. Therefore, a complete or partial replacement of the HVAC system is a potential preliminary phase that can be completed prior to the design and construction of the rehabilitation of the upper three floors of the Library.

Whether or not a new HVAC system is part of a preliminary phase, it is understood that the goals of the project include complete replacement of systems as required and the installation of technology upgrades (IT/AV, etc.) throughout the building.

For a visual clarification of the proposed phasing, see the concept plans at the end of this chapter:

**PHASE I: Renovation of the 3rd Floor**

In this phase, the entire third floor will be closed down and rehabilitated for its new and reconfigured uses as the Children’s Library, the Teen Center, a Program/Technology Room, and an expanded Processing area for Library staff. New handicapped accessible restrooms will be added on this floor, and the existing, inadequate restroom removed. In addition, the entire Park Avenue Stair will be renovated in this phase, as well as the elevator. This means that HC access will be limited during this phase, and that a temporary second means of egress stair will need to be installed on the exterior of the building along Park Avenue. This stair will be used in all phases to provide required egress while either the main stair or the second stair is blocked for renovation.

For this phase, swing space to house the Children’s and Teen’s programs and collections will need to be found. This is an opportunity to try out a “pop-up” branch in a new location, and to test the viability of having a stand-alone Children’s Library in addition to the main branch.

**PHASE 2**

In Phase 2, the remainder of the second floor will be rehabilitated for its new and reconfigured uses as Adult Services, fiction stacks, fiction reading room, a periodicals reading room, and administrative offices. Restrooms will be reconfigured and improved. The main stair to the third floor will be closed for renovation, so access is via elevator and the Park Avenue stair. The second means of egress for the third floor is provided by the temporary exterior stair along the Park Avenue elevation.

A temporary branch location that provides space for fiction and non-fiction books as well as adult services will likely need to be found during this phase of work. Again, this is an opportunity to experiment with different locations and configurations for the library.

**PHASE 3**

The remainder of the first floor will be rehabilitated in Phase 3. Because the main entry and lobby are part of this phase, access to the Library will be provided through the Park Avenue entrance and stair. The elevator will also be available to the upper floors and basement. The new uses for this floor include a “new and popular materials” display area on the first floor below the mezzanine, non-fiction stacks and reading areas on the reconfigured mezzanine, which will be served by a new lift to provide handicapped access;
local history collection and reading room; one large and two smaller reading rooms; as well as electronic check out areas, digital displays, a new circulation desk and various comfortable seating areas.

A temporary branch location that provides space for fiction and non-fiction books as well as adult services will likely continue to be needed during this phase of work. Again, this is an opportunity to experiment with different locations and configurations for the library.

**ANNOTATED SECRETARY OF THE INTERIOR’S STANDARDS FOR THE PROPOSED RECOMMENDATIONS**

The Secretary of the Interior’s Standards are a ten-step framework that is used as a guide for preservation projects. The recommendations, although general in nature, provide a treatment philosophy that should be followed in the future work at the Hoboken Public Library. As stated above, the recommended treatment is “rehabilitation”:

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

While the specifics of Library use continue to evolve, the overall use is the most compatible for the building. As the building is reconfigured to address changes in technology and the nature of how libraries are used, the building’s distinctive historic features and materials should be maintained.

2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

The character defining features of this historic library building remain. On the exterior this includes virtually all of the features, including the brick, terra cotta and masonry; the cupola, cornice, and the overall form of the building: the exterior windows and doors; and numerous features on the interior including most of the room configurations, the floor finishes, the plasterwork, the tin ceilings, the fireplace mantles, the woodwork, etc. Many of the historic materials were retained over the course of the building’s life, and this practice should continue.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

All efforts will be made to repair the existing, historic materials. Where this is not possible, the new materials will be fully documented.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

While this criterion is not generally relevant as the changes that have been made are relatively recent (e.g. the elevator), materials from all eras will continue to be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

The distinctive characteristics of this impressive library building will continue to be preserved.

6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

All efforts will be made to repair the existing materials and where not possible, the new materials will be match.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

The gentlest means possible should always be used for cleaning historic materials and features. This will be particularly relevant for flooring and features like the masonry and tile mantle pieces.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Where relevant, measures will be taken to preserve archeological features.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

If an addition becomes possible (i.e. an adjacent property becomes available), the new work will both be differentiated from and compatible with the existing building.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

If an addition becomes possible, it will be designed so that it is removable.

IMPACT OF THE PROPOSED RECOMMENDATIONS

The proposed work addresses immediate, short and long-term maintenance and capital needs. For instance, there are immediate systems issues that must be addressed, particularly regarding the HVAC system. In addition, there is a significant amount of wear and tear in the building, technology upgrades that are needed, and the building should be reconfigured so that it can better serve the public. The proposed work will not only help preserve this important building, but will make it more energy efficient, as well as more pleasant and “user-friendly” for the public. Once completed, the projects identified in this plan will allow the building to serve as a true intellectual and cultural center for the City, long into the future.
REASONING FOR THE CAPITAL PROJECT

Although the Hoboken Public Library continues to be a vibrant center of civic, cultural and intellectual life, there are now clearly a number of maintenance and longer term capital projects, including HVAC, technology, and configuration upgrades that must be undertaken to keep the building usable and attractive for the residents of Hoboken and to preserve the building for future generations. This master plan addresses those issues.

The cost estimate for the Capital Master Plan identifies a total potential project cost of approximately $10.6 million. This includes almost $3.5 million in base construction costs; $3.2 million in other projects and equipment needed at the Library; an estimated $3.5 million budgeted to purchase additional space; and about $1.4 million in “soft” costs (design and legal fees, permitting, etc.). A more detailed breakdown is provided in Appendix B.

Funding for the Library’s long-term improvements is clearly an issue. The projects will be costly and will need clearly identified sources of capital prior to the start of work. The City and private sources will continue to provide on-going operating and capital funding, some of which can be set aside for or even leverage larger projects. However, it is certain that additional sources will be needed.

The New Jersey Historic Trust has historically provided funds for projects similar to this, and has already funded important restoration work at the Hoboken Public Library. Recently, a stable funding source was created for the Trust, which means that regular funding rounds have now been scheduled. Maximum capital grants are currently $500,000, and require a 1:1 match.

Recently, a potential bond issue for library capital and technology improvements was approved by the Legislature and signed by the Governor. An article in NJ Spotlight from July 26, 2017, states that:

...According to the New Jersey Library Association, lawmakers last approved new borrowing for library facilities in 1999, a $45 million initiative that helped finance 68 projects throughout the state. But much has occurred since then, including a major recession and a shift toward new technologies like the Internet. A recent survey of public libraries in New Jersey revealed a need for technology updates, and more than 50 percent said they would need to expand facilities to keep up with demand.

The legislation proposing that the state issue $125 million in bonds to raise new revenue for the “construction, expansion, and equipping of New Jersey’s public libraries” easily passed both houses of the Legislature in the final weeks before a new state budget was adopted in early July...

...According to the bill, which Christie signed on Friday, the revenue from the bonds would fund 50 percent of a project’s cost, with the balance coming from either local or private sources. New Jersey’s state librarian would be directed to work with Thomas Edison College to draft eligibility requirements for the grant program, and to come up with a list of qualified projects.

If the Hoboken Public Library moves forward with its planning in an expeditious manner, it should be well-positioned to apply for some of this funding.
Proposed Plan - Phase 1

Hoboken Public Library - First Floor/Mezz.

July 25, 2017

Phase 1:
1. Renovate and stair.
2. Install temporary means of egress stair.
3. Renovate elevator
4. Children's / Teen Library to be located in swing space
Proposed Plan - Phase 1

Hoboken Public Library - Second Floor

July 25, 2017
Proposed Plan - Phase 1

Hoboken Public Library - Third Floor

July 25, 2017

1. Completely renovate 3rd floor.
2. Install temporary means of egress stair.
3. Renovate elevator
4. Children's / Teen Library to be located in swing space
Proposed Plan - Phase 2

Hoboken Public Library - First Floor/Mezz.

July 25, 2017
Proposed Plan - Phase 2

Hoboken Public Library - Second Floor

July 25, 2017

Phase 2:
1. Completely renovate the 2nd floor.
2. Set up temporary library branches for fiction / non-fiction / adult services.
Proposed Plan - Phase 2

Hoboken Public Library - Third Floor

July 25, 2017
The proposed plan for Phase 3 of the Hoboken Public Library - First Floor/Mezzanine.

**Phase 3:**
1. Completely renovate 1st floor and mezzanine.
2. Use second entrance as main entrance.
3. Elevator provides HC access.

**Hoboken Public Library - First Floor/Mezz.**

**July 25, 2017**
Proposed Plan - Phase 3
Hoboken Public Library - Second Floor

Phase 3:
1. No work this level.
2. No egress at main stair.
3. Use temporary stair as and means of egress.

July 25, 2017

Clarke Caton Hintz
Architecture
Planning
Landscape Architecture
Proposed Plan - Phase 3

Hoboken Public Library - Third Floor

July 25, 2017

Phase 1:
1. No work this level.
2. No egress at main stair.
3. Use temporary stair as 2nd means of egress.
VII. CYCLICAL MAINTENANCE PLAN

INTRODUCTION

The most effective tool for continued preservation of the Hoboken Public Library is cyclical maintenance and continued, regular occupancy. The Trustees of the Library manages the facility, while the City of Hoboken provides funding. Until recently, funding was insufficient to adequately maintain the building. More recently, the funding outlook has improved and become more predictable. The Library has undertaken major rehabilitation work, including the flood-proofing of the basement, the addition of important program space in the basement, and the restoration of the exterior. Equally important has been the creation of a permanent, full-time position for a Facilities Director.

Once the capital projects envisioned in this plan are complete (and even before then), the Trustees should implement a system to monitor and maintain each building system (site, building envelope, mechanical, electrical, plumbing, structure, interior, etc.). This will avert larger and more costly problems in the future. It is also recommended that dedicated funds be provided for yearly maintenance. Again, providing regular inspections and maintenance reduces long-term costs and lengthens the time between major renovation projects.

The following represents a plan for building maintenance above and beyond general housekeeping issues. Adhering to the schedule will identify new or potential problems early before those issues become more costly. Critical to the success of this inspection program will be the assignment of appropriate personnel. Fortuitously, the Trustees recently hired appropriate an experience facilities manager who has extensive experience. In addition, contracts with appropriate, certified service companies should also be maintained. Personnel and service companies should be charged with coordinating the various inspections. They will understand all of the needs of the building and will best be able to coordinate maintenance/capital efforts. Formal inspections should be considered several times per year but the maintenance personnel should keep a general lookout for deterioration between inspections. In addition, the Trustees should consult with a professional (architect, engineer or contractor) every five to ten years to provide a formal inspection relating to the cyclical maintenance plan.

All maintenance shall be completed in accordance with the respective equipment manufacturer’s recommendations, but minimally shall include the following tasks and frequencies:
## Capital Master Plan

### Site

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1: Review Drainage/Harvest Water</td>
<td>Jan X, Dec X</td>
<td>- Special inspections may be required after severe weather &lt;br&gt;- Vehicles and cracks should be repaired on a regular basis</td>
</tr>
<tr>
<td>S2: Review Vegetation on walls/proximity of trees, branches, etc. in building</td>
<td>March X, Aug X</td>
<td>- Branches, shrubs, vegetation, should be 14&quot; clear, min. from building</td>
</tr>
<tr>
<td>S3: Inspect ramps, sidewalks, curbs</td>
<td>Mar X, Aug X</td>
<td>- Special inspections may be required after severe weather &lt;br&gt;- Repair cracks and eliminate tripping hazards</td>
</tr>
<tr>
<td>S4: Visual health of trees/shrubs</td>
<td>Oct X</td>
<td>- Prune when plants are dormant</td>
</tr>
<tr>
<td>S5: Prune street trees</td>
<td>Dec X</td>
<td>- Prune when plants are dormant</td>
</tr>
</tbody>
</table>

### Building Envelope

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1: Inspect doors and frames</td>
<td>Jan X, Dec X</td>
<td>- Lubricate operating parts &lt;br&gt;- Inspect for proper function</td>
</tr>
<tr>
<td>B2: Inspect brick and masonry</td>
<td>Mar X</td>
<td>- Check for spalling - if present, review with architect</td>
</tr>
<tr>
<td>B3: Inspect miter joints</td>
<td>Jun X</td>
<td>- Check for missing/misaligned joints</td>
</tr>
<tr>
<td>B4: Inspect exterior paint finishes</td>
<td>Jul X</td>
<td>- Check for peeling/blistering</td>
</tr>
<tr>
<td>B5: Inspect exterior paint finishes</td>
<td>Aug X</td>
<td>- Check for peeling/blistering &lt;br&gt;- Split blisters, scrape, sand, and touch-up; repaint all surfaces every 5-8 years as required</td>
</tr>
<tr>
<td>B6: Inspect roofs</td>
<td>Sep X</td>
<td>- Inspect for weep areas, missing shingles, ponding, open seams, etc. &lt;br&gt;- Replace missing shingles, patch as required &lt;br&gt;- Check “low-drip” areas for ponding, deterioration, leaks, etc. &lt;br&gt;- Repair leaks as required</td>
</tr>
<tr>
<td>B7: Inspect copper and exterior metal</td>
<td>Oct X</td>
<td>- Inspect for damage and open seams</td>
</tr>
<tr>
<td>B8: Inspect windows</td>
<td>Nov X</td>
<td>- Check for cracked/broken glass &lt;br&gt;- Inspect for proper function &lt;br&gt;- Inspect glazing and painting</td>
</tr>
<tr>
<td>B9: Clean exterior windows</td>
<td>Dec X</td>
<td>- Clean exterior windows</td>
</tr>
<tr>
<td>B10: Inspect water condensation</td>
<td>Jan X, Feb X, Mar X</td>
<td>- Look for leaks/ blockage in gutters, downspouts and drains in low-slope areas &lt;br&gt;- Clean/repair leaks/blockage &lt;br&gt;- Re-attach loose sections as necessary</td>
</tr>
<tr>
<td>B11: Inspect all cladding/thermal joints</td>
<td>Mar X, Apr X, May X</td>
<td>- Re-clad as required &lt;br&gt;- Apply new caulking every 6 years</td>
</tr>
<tr>
<td>B12: Inspect exterior woodwork</td>
<td>Jun X, Jul X</td>
<td>- Check for moisture, warping and splitting &lt;br&gt;- Refinish wood cladding with wood putty &lt;br&gt;- Touch up paint as required</td>
</tr>
</tbody>
</table>

### Structure

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST1: Check for structural movement, new cracks or openings at walls and doors</td>
<td>Jan X</td>
<td>- If movement or cracking occurs – consult architect/engineer</td>
</tr>
<tr>
<td>ST2: Check for cracked/split roof CMU</td>
<td>Apr X</td>
<td>- If cracking/splitting occurs – consult architect/engineer</td>
</tr>
<tr>
<td>System</td>
<td>Task</td>
<td>Frequency</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Operational inspection – air handlers and fan coils</td>
<td>X</td>
</tr>
<tr>
<td>M1</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>M2</td>
<td>Replace all filters – air handlers and fan coils</td>
<td>X</td>
</tr>
<tr>
<td>M3</td>
<td>Inspect and clean condenser fans and drives – air handlers and fan coils</td>
<td>X</td>
</tr>
<tr>
<td>M4</td>
<td>Inspect supply and return air fan assembly – air handlers at each refrigeration compressor, refrigeration charge, operating pressures/temperatures and motor insulation resistance</td>
<td>X</td>
</tr>
<tr>
<td>M5</td>
<td>Inspect and clean condensate pans and drains – air handlers and fan coils</td>
<td>X</td>
</tr>
<tr>
<td>M6</td>
<td>Operational inspection – condensing units</td>
<td>X</td>
</tr>
<tr>
<td>M7</td>
<td>Record operating volts/amps</td>
<td>X</td>
</tr>
<tr>
<td>M8</td>
<td>Inspect electrical disconnect – condensing units</td>
<td>X</td>
</tr>
<tr>
<td>M9</td>
<td>Check condenser fan assembly – condensing units</td>
<td>X</td>
</tr>
<tr>
<td>M10</td>
<td>Inspect condenser coils – condensing units</td>
<td>X</td>
</tr>
<tr>
<td>M11</td>
<td>Check hydronic heating/cooling system water chemistry and static charge</td>
<td>X</td>
</tr>
<tr>
<td>M12</td>
<td>Operational inspection – boilers</td>
<td>X</td>
</tr>
<tr>
<td>M13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks:
- Inspect general condition
- Sequence test for proper operation
- Tighten all electrical connections
- Check operation of all temperature controls
- Check operation of all dampers
- Check operation of all safeties
- Clean dirt accumulation
- Check bearings for excessive wear and end play
- Lubricate bearings
- Inspect and adjust drive pulleys and belts
- Replace drive belts as required
- Inspect general condition
- Clean condenser coils
- Sequence test for proper operation
- Tighten all electrical connections
- Check operation of all controls and safeties
- Clean air dirt accumulation
- Check bearings for excessive wear and end play
- Lubricate bearings
- Record operating volts/amps
- Inspect finned surfaces for damage and debris
- Power wash coils
- Record operating temperatures
- Record operating pressures
- Record compressor operating volts/amps
- Check motor insulation resistance
- Inspect general conditions
<table>
<thead>
<tr>
<th>System</th>
<th>Task</th>
<th>Frequency</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| M04    | Testing - boilers | X | • Check piping/valves for leaks  
• Sequence test for proper operation |
| M05    | Check controls - boilers | X | • Tighten all electrical connections  
• Adjust feedwater system  
• Adjust low water cut-off device  
• Adjust pressure controls  
• Check flame program controls  
• Check operation of all safeties  
• Check operation of all temperature controls |
| M06    | Water side inspection - boilers | X | • Blow down boilers and first chambers  
• Check operation of safety and relief valves  
• Check expansion tank  
• Service expansion tank as required |
| M07    | Fire side inspection - boilers | X | • Inspect all surfaces and refractory  
• Clean all surfaces and refractory  
• Check flue pipe and draft regulator  
• Check and adjust gas pressure safety switches  
• Check and clean pilot and pilot safety  
• Clean burners  
• Clean gas blower |
| M08    | Inspect electrical disconnect - pumps | X | • Tighten all electrical connections  
• Verify proper operation |
| M09    | General Inspection - pumps | X | X | • Inspect general condition  
• Sequence test for proper operation  
• Tighten all electrical connections  
• Clean strainers  
• Inspect gauges for leaks/deterioration  
• Check seals or packing and mechanical seals for leaks  
• Check bearings and alignment for excessive vibration |
| M10    | Motor inspection - pumps | X | • Examine motor mounting  
• Lubricate bearings  
• Record operating volts/amps  
| M11    | Electrical disconnect - Fans | X | X | • Tighten all electrical connections  
• Verify proper operation  
| M22    | Motor inspection - Fans | X | X | • Clean dirt accumulation  
• Check bearings for excessive wear and end play  
• Check bearing for noise and temperature  
• Lubricate bearings |
<table>
<thead>
<tr>
<th>System</th>
<th>Task</th>
<th>Frequency</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td><strong>Electrical</strong></td>
<td></td>
<td>X</td>
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<tr>
<td>M21</td>
<td>Check sheet metal</td>
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<tr>
<td>E1</td>
<td>Inspect panel boards</td>
<td>X</td>
<td>X</td>
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<tr>
<td>E2</td>
<td>Tighten electrical connections</td>
<td>X</td>
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<tr>
<td>E3</td>
<td>Check power outlets</td>
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<td>E4</td>
<td>Check fuses</td>
<td>X</td>
<td>X</td>
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<tr>
<td>F1</td>
<td>Test fire alarm</td>
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</tr>
<tr>
<td>F2</td>
<td>Test fire extinguisher</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>F3</td>
<td>Exit signage</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>F4</td>
<td>Sprinkler System</td>
<td></td>
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<tr>
<td>P1</td>
<td>Inspect fixtures</td>
<td>X</td>
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<tr>
<td>P2</td>
<td>Inspect domestic water piping</td>
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<tr>
<td>P3</td>
<td>Inspect sanitary piping</td>
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<tr>
<td>P4</td>
<td>Inspect water heating systems</td>
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<tr>
<td><strong>Interior</strong></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I1</td>
<td>Shampoo carpets</td>
<td></td>
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<tr>
<td>I2</td>
<td>Clean/shampoo walk off mats</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I3</td>
<td>Clean interior windows</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I4</td>
<td>Inspect exterior walls</td>
<td>X</td>
<td>X</td>
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<tr>
<td>I5</td>
<td>Inspect floors</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I6</td>
<td>Clean woodwork/trim</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I7</td>
<td>Inspect interior painting</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Remarks:
- Adjust drive pulleys and belts
- Replace drive belts
- Record operating with rpm
- Check for creaks or damaged areas
- Check for damages on base sections
- Check lubricate and replace/rebuild
SUMMARY

All activities performed with respect to the cyclical maintenance plan should be kept in a log. In general, each activity should detail the task to be performed, work undertaken, dates, costs incurred, personnel involved and photographic documentation as required. The Trustees should review periodically for repeated repairs which may indicate serious problems.

In addition to the items indicated in the chart above, Clarke Caton Hintz recommends the following ongoing general maintenance concerns:

- Monitor basement in varying weather conditions, particularly since a major flood-proofing project was recently completed. Moisture penetration may be a sign of a serious problem.
- Monitor roof/ drainage. Blocks or leakage could lead to moisture penetration and potential structural damage.
- Clean basement utility areas and do not store unrelated items in those spaces.
- Use white pellet urea for snow/ ice melting. Keep salt based de-icing away from the building.
- Maintain overstock of materials such as paint, caulk, etc. to use for spot repairs.

Clarke Caton Hintz also recommends the following tasks be performed weekly:

- Sweep/ clean floors (this will help with preserving floor finishes).
- Vacuum carpeted surfaces.
- Remove and shake exterior mats.
- Sweep walks, stairs and ramps, especially under mats.
- Look for evidence of pests. Coordinate with a pest control firm if necessary.

The National Trust for Historic Preservation offers material on the care and maintenance of historic religious facilities. In addition, the City/ Corporation should consult the Cyclical Maintenance Plan published by the New Jersey Historic Trust. Finally, the Trustees may wish to consider purchasing “Cyclical Maintenance for Historic Buildings”, written by J. Henry Chambers.