

**BOARD OF DIRECTORS OF CHELTENHAM TOWNSHIP**

**SPECIAL MEETING**

September 12, 2022 – 6 pm via Zoom

Time: Sep 12, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88581089070?pwd=c2ZndHpnQkdVbGVGdkliRlVlUmkvQT09>

Meeting ID: 885 8108 9070

Passcode: 625351

**AGENDA**

- 1.** Roll Call
- 2.** CTLS Facilities Priorities
- 3.** Executive Summary
- 4.** Next Steps

# ATTACHMENT A

## Prioritized Needs for CTLS Facilities

### Section 1

#### New Library Facility – Square Footage: 30,000

**Tier One Priorities – Basic expectations for a 21<sup>st</sup> century library building.**

- *All Prerequisites, Tier One and Two priorities under “Renovations Section” below and*
- Large Flexible Central Space (1st major space—open, all items movable)
  - Circulation/Checkout/Information: central desk with access to materials storage
  - Hot titles, Holds, Reader’s Express (on wheels)
  - Public electronic workstations
  - Printing/Scanning
  - Table seating
  - High ceilings/good windows
- Multi-Purpose Room: Separate entrance, ability to gate off from main library, but keep access to restrooms (joint use)
  - Large screen/monitor
  - Sound system
  - Wall of closets for carts of chairs, round tables, seminar tables
  - Small Kitchen Area: Food prep, storage, refrigeration, sink
- Program/Collection Spaces
  - Youth Department: includes story time room, sink, large storage, low shelving
  - Adult Services: includes newspapers/periodicals
  - Audio Visual Media Collection
- Reading Areas/Comfortable User Seating
- Staff Workspaces (35% to 50% of available space)
  - Reception/Security
  - Offices: Business offices (4 + open workspace/cubicles); Adult services dept; Youth services dept; IT
  - Collection Maintenance Space: Includes shelving, work areas for cataloger & aides
  - IT Space: Servers, equipment
  - Storage Rooms: Office Supplies, Materials Processing supplies, etc.
  - Kitchen/Staff Lounge/Staff Lockers
  - Loading Dock/Delivery and Sorting Space
  - Housekeeping/Custodial Area: Supplies and equipment
- External Spaces
  - General Parking/Staff Parking: One spot for each staff person, enough full event space + general users
  - Wi-Fi Parking
- Internal Spaces
  - High ceilings: allows maximum light without direct light on screens
  - Adaptability: flexibility, raised floor systems (for easy power/tech updates), distribution of power, voice, data, HVAC, mobile workstations, storage, especially flexible design for library spaces to be used for community gatherings, activities, and events

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- o Aesthetics: natural light, lack of glare, visual contrasts, color/pattern, spaces that reinforce connections
- o Sustainability: natural lighting, solar gain, insulation, environmental quality, off-gassing, durability, Heating and Cooling, LEED certification
- o Functional/Operational: shelving, technologies, floor loads (minimum 150 LB/SF), acoustic and visual privacy (small group and quiet spaces), special lighting needs, occupancy classifications (including sprinklers and acoustical glass), traffic management
- o Security/Safety: for occupants and for building assets, natural hazards, fire protection, line of sight

**Tier Two Priorities – Enhancements that would allow CTLS to meet the goals of our Strategic Plan and meet community needs and demands.**

- Teen Center with creative technologies area
- Business area; Coworking spaces
- Computer Lab: variety of classes and quiet digital work
- Space for new collection types (library of things)
- Makerspace/Digital Lab/STEM Lab
- Special Use Storage
- Board Room/Staff Meeting room with technology
- Garden/Outdoor reading areas

**Tier Three Priorities – Improvements that would allow CTLS to expand beyond the goals of our current Strategic Plan.**

- Small Exhibit Space: traveling exhibits, local painters, etc. (can be wide hallway or by seating)
- Retail/Book Sale room/space (Friends)
- Early Literacy/School Readiness Play Center
- Drive-up Book Return
- Covered outdoor programming areas

### **Section 1b**

**CTLS recognizes the tradition of walkable, neighborhood libraries in the township, and the desire and need of some in the community for locally accessible library services. In the event that CTLS moves to one central library facility, it proposes the possibility of two small satellite locations in the far western and eastern township neighborhoods.**

**Tier One Satellite Option – The most ideal situation for satellite locations.**

- Located within another staffed township facility to limit the number of library personnel necessary to staff the satellite.
- Offering pick up service for reserved items.
- Offering Wi Fi so that patrons can access the internet with their own devices.
- Offering public computers and printing services, along with tech assistance.
- Offering a small selection of bestsellers and children's materials.
- Possibly offering quiet study/work areas.

**Tier Two Satellite Option – A less financially sustainable option due to staffing and leasing costs.**

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- Located within a storefront.
- Offering the same services as Tier One.

**Tier Three Satellite Option – Offers the most minimal access to affected community members.**

- Mechanized, self-service lockers that patrons can access to pick up reserved library materials and/or check out materials.

## Section 2

**Renovating Current Facilities – These renovations allow CTLS to minimally meet the needs of the community. There is no tier in this renovation section that allows us to come up to 21<sup>st</sup> century library standards. The footprints of both buildings would need to be expanded to meet some of those standards.**

**Prerequisites – Allows for continued, efficient operations in the Glenside & Elkins Park buildings.**

- Energy Efficiency (lighting, windows, HVAC)
- Generators
- ADA upgrades, Accessibility: including individual spaces, routes of travel, aisles, devices, and adaptive technology
- Maintenance of parking lots

**Tier One Priorities – Allows CTLS to meet only very basic community needs.**

- Upgrade tech and electric infrastructure
- Flexible spaces, shelving and furniture
- Study/conference rooms
- Improved indoor programming space (larger projection screen, mounted speaker system, mounted projectors)

**Tier Two Priorities – Allows CTLS to expand our reach and community access, but does not address all the Strategic Plan goals or all the needs and desires of the community.**

- Extended Access in lobbies - double door entry, zero step entry, room for lockers, displays
- Outdoor Programming Space: Suitable for outdoor story time, musical events, speeches

**Tier Three Priorities – Enhancements that improve facilities aesthetically, but do not bring the buildings to 21<sup>st</sup> century library standards.**

- Improved outdoor signage and fixtures
- Improved/updated workspace furniture for staff
- Cosmetic improvements (paint, carpet)

## Section 2b

**Reopening EC and LM in 2023 - Allows CTLS to temporarily meet the basic needs of the EC and LM communities**

**Priorities**

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- Open by May 2023 and close sometime in October 2023
- Mold remediation completed, if necessary, at same/similar costs as 2022
- Working air conditioning system
- Dehumidifier (EC/LM)
- Staffing, services, collection within CTLS approved budget
- Erate discount available

### **Variables that may impact reopening**

- Erate not available
- Cost of mold remediation
- Cost of repairing/replacing air conditioning system at EC

## **Section 2c**

**Closing EC and LM and operating out of EP and GL only – Allows CTLS to redirect patrons to EP/GL and/or provide alternative access to services depending on cost and availability**

### **Priorities**

- Providing same or similar services and access to collections for the EC and LM communities
- Equitable access to EP and GL libraries

### **Options under consideration (depending on cost and availability)**

- Pop-up library services in local establishments
- Shuttle service to GL and EP
- Community outreach via partnerships with other community organizations
- Computer lab access
- Drop off/pick up services
- Collaboration/presence within Cheltenham School libraries

## Cheltenham Township Library System Facility Priorities and Needs

### EXECUTIVE SUMMARY

#### I. BACKGROUND

The Cheltenham Township Library System (CTLS) serves approximately 37,000 people and operates four (4) buildings across East Cheltenham (EC), Glenside (GL), LaMott (LM) and Elkins Park (EP). Through our physical collection of over 147,000 and digital items, including eBooks, audio recordings and downloadable/streaming movies, we provide essential services to the Cheltenham community.

In the fall of 2021, the CTLS embarked on a strategic planning process to “align its resources with the priorities of the community.” Through various listening sessions with key community and business stakeholders, CTLS learned that there was a need for “placemaking” within Cheltenham Township. Libraries play a pivotal role in creating communities. The library serves many functions. It is an equalizing institution where anybody can access materials like books, videos, games, tools, and technologies. It is also a place for community members to come together, create, exchange ideas, learn new skills, get assistance, enjoy the space, participate in events, and find a sense of belonging.

With the library as a place maker, our Mission is to “meet evolving, diverse needs by being the place where everyone in the community can access resources, share ideas, connect, learn and grow.” By implementing our 2022-2025 Strategic Plan, CTLS will be able to focus our efforts on “building community, enriching lives and ensuring the library system’s sustainability.” To ensure sustainability, one of the goals of our Strategic Plan is to “plan for library facilities that are sustainable and flexible to adapt to community needs.”

CTLS cannot meet the determined needs of the Cheltenham Community without reliable access to library facilities designed for supporting 21<sup>st</sup> century programming and materials. Our current library facilities, including the Glenside and Elkins Park library buildings, prevent our system from meeting the needs of the community due to limited internal and external space, inflexible designs, out of date infrastructure, and general deterioration.

We are particularly challenged by the loss of reliable access to two (East Cheltenham and La Mott) library facilities over the past year. The East Cheltenham and La Mott libraries closed temporarily in 2021 and 2022 due to township budget constraints and heating issues. With the support of the Township and planning by CTLS, CTLS was able to reopen the EC and LM libraries seasonally in Spring 2021 and again in 2022. CTLS incurred significant and unsustainable costs to address mold remediation, air conditioning, moving computers and safely storing collections. Due to the cost, disruption, and significant operational challenges it is uncertain whether we can continue reopening EC and LM on a seasonal basis indefinitely.

Currently, the Township is undergoing a facility needs assessment. They are working with two architectural firms and expect to finalize a facility plan by the end of this year. To solicit community input on facility needs the Township has facilitated four community listening sessions with a final one planned for September with a date to be determined. Our Executive Director, Mary Kay, and several Board members have attended these listening sessions. Additionally, Mary Kay has requested a meeting with the Township’s architect to share CTLS’ facility needs and priorities.

#### II. PURPOSE

With the potential loss of two library facilities over time, CTLS has proactively identified **Short-term, Mid-term and Long-term** facility priorities to meet the continuing needs of our

community. The goal is to obtain Board approval of these priorities and share these priorities with the Township before finalization of their facility plan.

### III. FACILITY PRIORITIES AND IMPACTS

#### A. Discussion

**Attachment A, Section 1** describes our recommended path forward: a modern, central library facility designed to meet the needs identified through the CTLS' 2022 strategic planning process and our knowledge of how current needs and future trends translate to operational requirements.

A modern, central library creates opportunities for CTLS to meet the goals of our strategic plan and community needs and demands. For example, by adopting the Tier One priorities CTLS would meet the basic expectations for a 21<sup>st</sup> century library building. Adding the Tier Two priorities provides enhancements that would allow CTLS to meet the goals of our Strategic Plan and meet community needs and demands.

**Attachment A, Section 1(b)** describes the concept of two small "satellite" locations which would provide a locally accessible subset of materials and services.

**Attachment A, Section 2** describes renovations which would not result in a 21<sup>st</sup> century library system for the residents of Cheltenham. This approach would still require major investment to the Glenside and Elkins Park buildings.

Renovation of our existing facilities would allow CTLS to expand our reach and community access, but the facilities would remain inadequate for meeting many of the identified needs of the community today. Renovation would also make it unlikely for Cheltenham's needs to be met in the future. Even adding the Tier Three priorities improves EP and GL facilities aesthetically but does not bring the buildings to 21<sup>st</sup> century library standards.

**Attachment A, Section 2(b)** outlines additional priorities in the event CTLS reopens EC and LM on a seasonal basis in 2023 and potentially in 2024. A seasonal reopening allows CTLS to temporarily provide direct services to the EC and LM communities. This option is subject to review annually and is dependent on E-rate availability, potential mold and system remediation costs. With the seasonal opening of EC and LM this year, CTLS incurred \$8812.00 in costs. These costs included \$2327.00 for mold remediation, \$3120.00 for mold inspection, \$2750.00 to repair the roof top air conditioning units at East Cheltenham and \$615.00 for a new air conditioner at La Mott. While CTLS received the benefit of the MCLINC E-rate discount for the partial year opening of EC and LM libraries, we were informed by MCLINC that these discounts will not be available to CTLS in 2023 under the same seasonal opening circumstances. This means that if we open EC and LM libraries on a seasonal basis in 2023 CTLS will have to pay \$5824.00 in additional, unexpected internet costs.

**Attachment A, Section 32(c)** sets forth priorities that would arise in the event the Township permanently closes the Rowland and LaMott community centers. At that point, given the possible decline in the building structures, CTLS may decide not to seasonally open EC and LM. In the event this occurs, CTLS would need to assess how to provide services to these communities. Some options under consideration include, but are not limited to, pop up library services, shuttle service to EP and GL libraries, drop off/pick up services. The cost, responsibility and viability of these options would need to be further

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explored. This option allows CTLS to indirectly provide access to basic services previously available to these communities.

**Attachment B\*** is a copy of our community needs assessment.

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**Attachment C\*** is a copy of our strategic plan.

\* These documents, along with library standards identified by our executive director, form the basis for CTLS's facility priorities.

#### IV. RECOMMENDATIONS

Based on the priorities summarized above and set forth in the Attachments, CTLS recommends the following:

1. THE DESIGN AND CONSTRUCTION OF A NEW "PRIMARY" FACILITY CAPABLE OF SUPPORTING A 21<sup>ST</sup> CENTURY LIBRARY SYSTEM.
2. THE ESTABLISHMENT OF TWO SMALLER "SATELLITE LOCATIONS" IN ORDER TO PROVIDE LOCALIZED ACCESS TO SPECIFIC LIBRARY SERVICES AND MATERIALS.

#### V. ATTACHMENTS

**A. Short Term CTLS Facility Priorities**

**A.B. CTLS Community Needs Assessment (2021)**

**B. Mid Term Priorities**

**C. Long term Prerequisites and Tiered Priorities CTLS Strategic Plan (2022-2025)**