

APPENDIX A

Library Collection and Services 2015 Statistics as of FY 2015-16

Beacon Falls Public Library

COLLECTION as of June 30, 2016

*Downloadable Collections include those which are shared with Bibliomation consortium

Adult Print Books	5803
Young Adult Print Books	1155
Juvenile Print Books	9036
Audiobooks on CD	243
Adult DVDs	2566
Other Physical Materials	107
TOTAL PHYSICAL ITEMS	18910
*Downloadable eBooks (OverDrive & Tumblebooks)	2739
*Downloadable Audiobooks (OverDrive)	8735
Number of Online Databases (not including ResearchIT CT)	6
Magazine Subscriptions	10

FY 15-16 CIRCULATION OF MATERIALS

MATERIALS	YTD
ADULT PRINT	6260
YOUNG ADULT PRINT	1023
JUVENILE PRINT	9889
AUDIO BOOKS	623
DOWNLOADED AUDIOBOOKS	529
ADULT VIDEO	6372
JUVENILE VIDEO	2580
E-BOOKS	1729
FAMILY PASSES	158
<u>OTHER</u>	<u>88</u>
TOTALS	29251
(included in above)	
ILL-BORROWED	2852
ILL-LENT	2423
CONNECTICARD LOANS	1171

ILL Borrow/Lent = Interlibrary Loan through the DeliverIT CT system.

Items sent to our library for our patrons (Borrow) or our materials sent to other libraries (Lent).

Connecticard Loan= Items taken out by people from other towns

<u>DATABASE & OTHER USAGE</u>	<u>YTD</u>
Universal Class (new users)	9
Universal Class (# lessons completed)	415
Job Now (total usage)	11
Job Now (resumes submitted)	0
CT News (Newsbank)	52
Rocket Languages	33
Magill Medical Guide	5
Wowbrary Subscribers (total)	2399
Wowbrary Subscribers (new this year)	201
Book-a-Librarian Sessions	46
Driving Test	14
GenealogyBank	360
Ancestry Library Edition	2308

PROGRAMMING

ADULTS AT ADULT PROGRAMS	726
ADULTS AT CHILD PROGRAMS	968
CHILDREN AT PROGRAMS	2457
<hr/> TOTAL	4151
# of CHILDREN/FAMILY PROGRAMS	202
Average # children at child programs	12.16
# of ADULT/YA PROGRAMS	68
Average # adults at adults programs	10.7
# of COMPUTER SESSIONS	119

OTHER SERVICES

COMPUTER USAGE (HRS)	3020.4
COMPUTER (#PEOPLE)	2440
WEB SITE VISITS	11842
VOLUNTEER HOURS	818
HOMEBOUND DELIVERIES	6

**Beacon Falls Public Library (BFPL) Collections and Services 2015 Statistics
as reported to the CT State Library in November 2015 and compared to CT Libraries**

- ⤴ The percentage of the residents of Beacon Falls who own library cards (32%) is less than state average (42%), and is lower than the percentage in 2011.
- ⤴ BFPL's square footage per capita (0.21) is less than the state average (1.09) and is the lowest of all main libraries.
- ⤴ BFPL's hours of operation (42) are fewer than the state average (51). These have remained unchanged since 2011.
- ⤴ BFPL's Full-time equivalent library employees per capita (0.43) less than state average (0.61)
- ⤴ BFPL's volunteer hours per capita (0.14) is higher than the statewide average (0.07). BFPL's hours per capita have declined since 2011.
- ⤴ BFPL receives less town \$ per capita (\$41.63) than the state average of other libraries (\$45.78). However, the gap has narrowed since 2011.
- ⤴ BFPL's children's program attendance per capita (0.42) higher than state average (0.34). This has been stable since 2011.
- ⤴ BFPL's number of children's programs (192) is lower than state average (210). The gap has slightly narrowed since 2011.
- ⤴ BFPL's number of YA programs (1) is lower than state average (15). The gap has widened since 2011.
- ⤴ BFPL's number of Adult programs (52) is lower than state average (89). There has been a slight improvement since 2011.
- ⤴ BFPL's circulation has increased in the last 20 year; less than 2 per capita in 1996 to 5.2 per capita in 2015. This has remained stable since 2011.
- ⤴ BFPL's percentage of BorrowIT CT (formerly known as Connecticard) circulation as compared to the total circulation (5%) is lower than that of the state average (15%). This percentage, while just slightly higher than 2011, has been relatively stable when compared to 2011.
- ⤴ BFPL's percentage of adult materials as compared to the total collection (50%) is lower than the state average (59%). The gap has narrowed since 2011.
- ⤴ BFPL's percentage of adult circulation as compared to the total circulation (46%) is lower than that of the state average (60%). The gap has narrowed since 2011.

- ⤴ BFPL's percentage of young adult books per capita as compared to the total collection (7.4%) is higher than the state average (4%). These percentages, while slightly higher, are stable when compared to 2011.
- ⤴ BFPL's percentage of YA circulation as compared to total circulation (4%) is higher than the state average (3.6%). These figures have been stable since 2011.
- ⤴ BFPL's percentage of juvenile books per capita as compared to total collection (50%) is higher than the state average (34%). The gap between BFPL's percentage and that of the state average has narrowed slightly since 2011.
- ⤴ BFPL's percentage of juvenile circulation as compared to total circulation (46%) is higher than that of the state average (36%). The gap between BFPL's percentage and that of the state average has narrowed slightly since 2011.
- ⤴ BFPL's Print collection per capita (2.29) is less than state average (3.76). These statistics have remained stable when compared to 2011.
- ⤴ BFPL's Non-print collection per capita (0.45) is less than state average (0.56). These figures, while slightly higher, are relatively stable when compared to 2011.
- ⤴ BFPL's percentage of e-book circulation as compared to total book circulation (7.3%) is higher than the state average (4.9%). While BFPL's percentage has just slightly more than doubled, the state average has increased ten-fold.
- ⤴ BFPL's percentage of down-loadable audio book circulation as compared to total audio book circulation (33%) is higher than the state average (16%). While BFPL's percentage has just slightly less than doubled, the state average has quadrupled since 2011.

APPENDIX B

ADA Checklist for Existing Facilities

Beacon Falls Public Library

The following survey of the existing spaces at the Beacon Falls Public Library was done in March 2016 by SCSU intern, David Makusevich, at the request of the Library Director, Susan Dowdell. Makusevich used the ADA Checklist for Existing Facilities for Priority 2 – Access to Goods & Services as found at <http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf>

Dowdell indicated the actions to be taken and the implications of implementing Makusevich's recommendations.

INTERIOR ACCESSIBLE ROUTE:

The interior accessible route for the library is the path from the elevator to all the public spaces. All public spaces for the library are on one accessible route that is comprised primarily of the hallway. The children's room, adult nonfiction room, and elevator can be all reached with a wheelchair from the hallway. The adult fiction room is accessed from the adult nonfiction room.

- The route from the adult nonfiction room to the adult fiction room is carpeted and stable.
- The hallway has tile flooring that is in poor condition, many tiles are cracked causing the floor to become uneven and therefore unstable to patrons using accessibility equipment. [2.3: *Is the route stable, firm and slip resistant?*].
- The hallway route remains at least 36 inches wide at all points with its narrowest being 48 inches between the paper book stand and floral pamphlet stand.
- Upon exiting the elevator to the immediate left is a floral pamphlet holder protruding 13 inches from the wall. To the immediate right is a cabinet protruding 18.5 inches from the wall. Since the bottom leading edge of the cabinet touches the ground it is safe where it is, however the bottom leading edge of the floral pamphlet holder is 29 inches above the ground which is 2 inches over ADA guidelines [2.8: *Do all objects on circulation paths through public areas protrude no more than 4 inches into the path? OR If an object protrudes more than four inches, is the bottom leading edge at 27 inches or lower above the floor? OR Is the bottom leading edge at 80 inches or higher above the floor?*].
- All other aspects of the interior accessible route meet or exceed what is defined on the ADA checklist. [Refer to **Figure A.**]

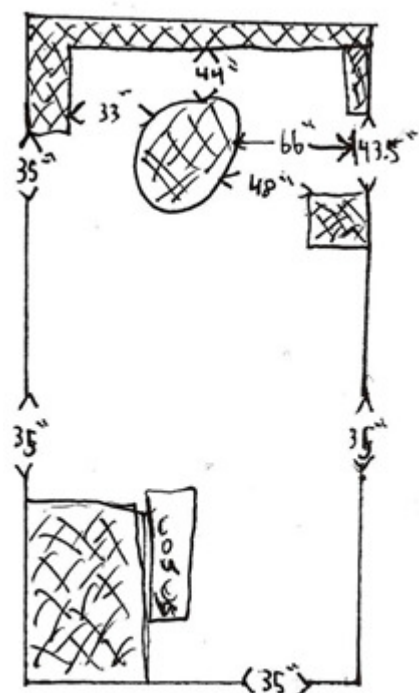


Figure A – Hallway

Recommendations:

- Replace hallway floor to make it level and stable.
- Relocate floral pamphlet holder.

Action to be taken:

- Removed folding chairs behind floral pamphlet holder to place it fully against wall, reducing protrusion into interior accessible route.

Implications of implementing recommendations:

- In order to make the hallway floor level and stable, it will require replacement, requiring funds to do so. The recommendation will be passed on to the Custodian, carbon copied in a memo sent to the Board of Selectmen. *(This has been completed as of August, 2016.)*

ELEVATORS FULL SIZE & LULA:

The elevator used in the library is a full size model that meets the bulk of ADA specifications, with the only exception being the location of a door jamb sign.

The call buttons are 41.5 inches above the ground, well below the max of 54 inches. The opening to the elevator is 43.5 inches wide and will not close if the doorway is obstructed. The interior of the elevator is 51.75 inches deep and 81 inches wide giving it 29.11 sq. ft. of clear floor space, exceeding the ADA minimum of 16 sq. ft. *[2.25: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor space?]*.

The open, close, and alarm buttons are 37 inches above the ground and the floor call buttons are 53.75 inches above the ground which all fall within guidelines. The elevator meets all requirements listed in sections [2.29] and [2.30] but not all of [2.31].

ADA guidelines require that the floor sign located in the door jamb of the elevator should be mounted with the lowest character 48 inches or higher, and with the highest character no more than 60 inches above the ground. The lowest character is 60.25 inches above the ground and the highest character is 63.5 inches from the ground, making it slightly out of compliance. The guidelines state that if the elevator was constructed before 3/15/2012 and the centerline of the sign is 60 inches above the ground then the sign's location is adequate. The construction of the elevator precedes the aforementioned date but the centerline is 62 inches above the ground making the sign location out of guidelines regardless. All other elevator related guidelines either don't apply or are met.

[2.29: Are the car control buttons designated with raised characters? Are the car controls designated with Braille?]

[2.30: If there is a full size or LULA, are there audible signals which sound as the car passes or is about to stop at a floor.]

[2.31: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?]

Recommendations:

- Reposition door jamb sign 2 inches lower making center line 60 inches above ground.

Action to be taken:

- None

Implications of implementing recommendations:

- The cost of repositioning the door jamb sign appears to be minimal. The recommendation will be passed on to the Custodian, carbon copied in a memo sent to the Board of Selectmen.

INTERIOR DOORS:

- The doors leading to the staircase and emergency exit offer 35 inches of space, as do the doors leading into the adult nonfiction room and the door into the children's room. The checklist requires there to be at least 18 inches of maneuvering clearance from door latch to wall, and 60 inches of clear depth away from the door.
- The door leading into the children's room only has 6 inches of space beyond the latch but offers 72 inches of depth meaning there would be room to maneuver [2.41: *If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level?*].
- The door into the adult nonfiction room only has 7 inches beyond the latch and a depth of 34 inches meaning a person using a wheelchair would have a very tough time opening the door. Since the doors leading into the children's room and adult nonfiction room remain open during hours of operation this may be a non-issue since a wheelchair user wouldn't need to do any opening.
- Floor surfaces on both sides of doors, as well as the thresholds all fall within suggested ranges [2.42: *If the threshold vertical, is it no more than 1/4 inch high?*].
- The emergency door and door leading to stairwell use push hardware to open, while the other doors use lever hardware meaning that all doors in the library can be opened with one hand and no grasping or twisting [2.43: *Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle?*].
- All remaining interior doors specifications are either met or don't apply.

Recommendations:

- Consult with ADA to determine if doors that remain open during operation hours need to meet door opening requirements.

Action to be taken:

The Library Director contacted the Connecticut Library Association's ADA committee chair, Maria Bernier, who stated, "*If the door is always open, then I don't think you need to worry about the 18 inches of maneuvering clearance. That item probably assumes that the door is closed and someone needs room to move while swinging the door open. But if the door is already open, you have cleverly removed that obstruction from the pathway.*"

Implications of implementing recommendations:

None.

SIGNS:

The ADA checklist includes all signs but there is an emphasis on the tactile nature of signs to ensure that sight impaired patrons can determine where they're going.

There are three signs in the library in total, two exit signs and one that says "Library". One exit sign is located above the emergency exit and the other above the door to the stairwell, the "Library" sign sits above the door to the children's library. These signs meet the ADA standard of text characters contrasting with their backgrounds, but not others *[2.38: If there are signs designating permanent rooms and spaces not likely to change over time: do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted on the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position at least 18 x 18 inches centered on the tactile characters? So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?]*.

The ADA checklist for signs relates primarily to those that designate permanent spaces or rooms that are unlikely to change. There are currently no tactile signs affixed to any wall to designate what the room is.

Recommendations:

- Install tactile signs for permanent spaces.

Action to be taken:

- Research options for purchasing customized signs main/children's room and for adult/computer room

Implications of implementing recommendations:

- Cost of each sign range from \$20-\$60. This amount can be taken from library budget in FY 16-17.

ROOMS AND SPACES:

The ADA checklist states that aisles and pathways to goods and services must be at least 36 inches wide [2.47: *Are aisles and pathways to good and services, and to one of each type of sales and service counters, at least 36 inches wide?*].

In the children's room the aisle between the rectangular table and book shelf along the windows is 32 inches wide. The aisle between the round table and children's nonfiction shelf is also 32 inches wide with no chair. [Refer to **Figure B**]

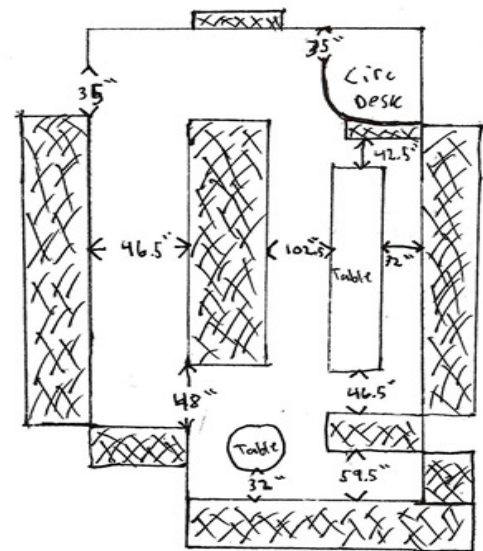


Figure B - Children's Room

In the adult nonfiction room there is 23.5 inches of space between the desk with two computers and the book shelf on one side, and 27 inches of space on the other. The aisle between the four computer desk and the tall bookshelf is 33.5 inches wide. The space between the printer and table with four computers is 26 inches wide. [Refer to **Figure C**]

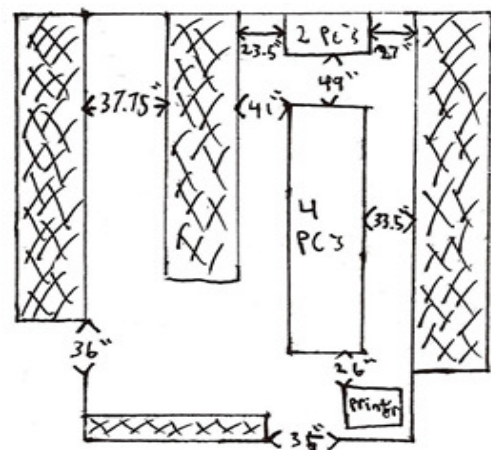


Figure C - Adult Nonfiction Room

In the adult fiction room there is 28 inches of space between the paperback book stand and corner of the fiction half-shelf. There is 33.5 inches of room from the paperback book stand the shelf by the windows. The aisle between the final shelf of young adult fiction and first shelf of adult fiction has a width of only 25.5 inches.

There is a staff closet located in the corner of the room that has a door which meets standards. The aisle inside of the closet of is far too narrow for a wheelchair user because of the storage shelves and other items that are taking up floor space. [Refer to **Figure D**]

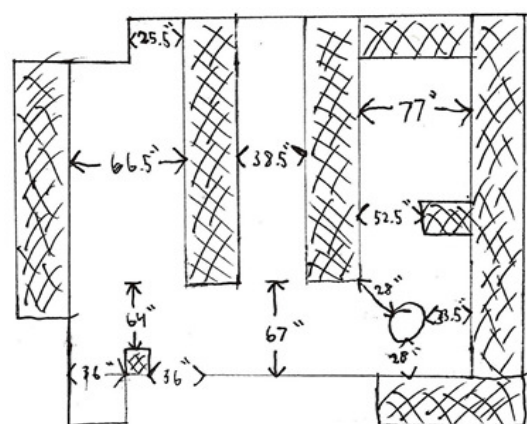


Figure D - Adult Fiction Room

In the hallway the aisle that is between the paperback book stand and books for purchase shelf is 33 inches wide. The shelf that houses DVDs to purchase has boxes in front of it that restrict 22 inches of space which may impede a wheelchair user's ability to reach and browse through the DVDs.

The floor surface in each aisle is stable, firm, and slip resistant with exception of the floor in the hallway which is not stable due to cracked tiles. [2.48: *Are floor surfaces stable, firm and slip resistant?*]. The areas that are carpeted have carpet that measure less than a .25 inch, meeting guidelines.

All other pathways and aisles to goods and services meet or exceed a width of 36 inches.

Recommendations:

- Reposition computer tables, both paperback book stands, and final young adult fiction shelf to allow more aisle room.
- Move boxes that are in front of purchasable DVDs.
- Reconfigure staff closet so wheelchair users can enter.

Action to be taken:

- Boxes in the hallway near the window were relocated to the storage closet under the stairs on the ground floor.
- The DVDs were removed from the window sill and relocated on to the Friends of Library's book sale shelves.
- Staff has been instructed to offer assistance to those who physically cannot reach the access-limited areas of the library.

Implications of implementing recommendations:

- It is not feasible to remove or reposition the computer tables. To remove the computer tables, all access to technology would be eliminated. To reposition the tables to accommodate ADA compliance, would require the removal of the double sided bookshelf unit (17 shelves). If each shelf holds a minimum of 15-20 books, 255-340 nonfiction books would need to be eliminated from the collection.
- It is not feasible to remove or reposition the paperback book stand. There is nowhere to reposition it in the library. To remove the circular rack would require eliminating up to 160 paperback books from the collection.
- It is not feasible to remove or reposition the brown young adult book shelf. There is nowhere to reposition it in the library. To remove the brown young adult book shelf would require eliminating up to 150 young adult books from the collection.
- It is not feasible to reconfigure staff closet to allow wheelchair access as there is limited storage space available. However, the closet shall be better organized and materials which are used more often placed on a lower level and closer to the front of the closet as much as possible. The program librarian shall also reduce the amount of materials by planning programs which require the use of materials which have been stored for a year or more.

CONTROLS:

The light switches in children's room operable parts meet the maximum height of 48 inches. The switch located in the small space between hallway and the adult nonfiction room, as well as the switch in the adult nonfiction room itself are located 49 inches above the ground, an inch above maximum [2.50: *Is there a clear floor space at least 20 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor? If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches*].

All light switches have enough room in front of them for a wheelchair user to be able to use, and can be used without tight grasping, pinching or twisting of the wrist [2.51: *Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?*].

Recommendations:

- Lower light switch in small space that leads to adult nonfiction room, and light switch in adult nonfiction room by 1 inch.

Action to be taken:

- None

Implications of implementing recommendations:

- It is not economically feasible to move the switches. Library staff would be the only ones to use the switches. Staff members who may become unable to reach due to disability would be exempted from having to do this and alternate staffing arrangements would be made to make sure the tasks are completed at the beginning and end of work days.

SEATING AT NON-EMPLOYEE WORK SURFACES:

The ADA checklist asks for there to be "at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs [2.64]." As it stands there is currently no suitable table and/or workspace for a wheelchair user to comfortably utilize. [2.64: *Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?*]

In order for a work space to be considered accessible it must adhere to the following standards:

[2.66: *At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? Note: If for children the top should be no less than 26 inches and no greater than 30 inches above the floor.*]

[2.67: *Is there a clear floor space of at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide? Note: If for children, the knee space may be 24 inches high.*]

There are four work surfaces used by the public, all with varying measurements. The knee width measurements were taken without factoring in neighboring chairs since they can be moved and it offers the best chance of accommodating a wheelchair user.

- The two-computer desk in the adult nonfiction room has a work surface 26.5 inches above the ground with a knee space that is 23.75 inches high and 55 inches wide. The approach is 39 inches wide, and the space immediately in front of the desk has at least 50 inches of area for maneuvering.
- The four-computer desk has a work surface that is 29 inches tall with a knee space height of 25 inches and width of 56 inches on the long sides and 31 inches on the short sides. There is not enough clear floor space to provide the required forward approach area of 30 x 48 inches to sit on the long sides without moving the table.
- The round table located in the children's room has a work surface 28 inches tall with a knee space height of 27 inches for the first 9 inches under the table, after which the knee space height drops to 23.25 inches. The knee space width at all sides of the table is only 26.5 inches, but there is plenty of room to make a forward approach.
- The rectangle table located in the children's room near the windows has a work surface that is 26 inches tall with a knee space height of 25 inches and width of 24 inches. There would be enough clear space to make a forward approach from a couple different angles. None of the aforementioned tables would be able to accommodate an adult wheelchair user; the four-computer desk and round table are high enough but fail to meet other specifications like knee space height or width.

The ADA checklist states that for a work station to be accessible to child wheelchair users the table top surface must be no less than 26 inches above ground and no more than 30 inches [2.66]. Children require the same minimum knee space width but a shorter knee space height of only 26 inches [2.67]. Under those guidelines the four-computer desk would be able to sit a child wheelchair user, in order to have the required amount of clear space for a forward approach the patron would have to move down the aisle towards the two-computer desk and sit at the short end of the four computer table. The rectangle table in the children's room would also fit a child's wheelchair user as long as the chairs are removed or rearranged.

Recommendations:

- Increase height of both computer desks to achieve appropriate knee space height for adult wheelchair users OR...
- Purchase at least one table that meets all requirements.

Action to be taken:

- None

Implications of implementing recommendations:

- Purchase a foldable table in FY 16-17 that meets all requirements for an adult wheelchair:
 - *The top of the accessible surface is no less than 28 inches and no greater than 34 inches above the floor*

- *The floor space extends no less than 17 inches and no greater than 25 inches under the surface.*
- *The knee space is at least 27 inches high and at least 30 inches wide.*

SEATING – GENERAL:

The ADA checklist asks for there to be at least one space where a wheelchair user would be able to sit [2.68: *Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?*].

- There is currently no such space in the library that would be applicable, certain areas like directly next to bench in the hallway would be suitable if it didn't place the wheelchair user in front of main pathways.

Recommendations:

- Reposition bench in hallway to fit wheelchair at one side.

Action to be taken:

- None

Implications of implementing recommendations:

It is not feasible to move the bench to make a space as recommended. Moving the bench would encumber the space of movement within the hallway, causing another issue to solve this one.

CHECK-OUT AISLES:

There is one self-check-out station located in the hallway that is intended for use by patrons.

- The aisle immediately in front of the station is over 39 inches wide and has over 36 inches of depth away from the table [2.71: *Is the aisle at least 36 inches wide?*].
- The location of the self-check-out station offers more than enough room for a wheelchair user to maneuver and access the computer. While there is enough room for a parallel approach, it could be greatly improved if the food donation bin was relocated. The counter surface is 37.25 inches above ground, just within the maximum allotted height of 38 inches [2.72: *Is the counter surface of at least one aisle no higher than 38 inches above the floor?*].

The remaining checklist items are not applicable to the current self-check-out station set up.

Recommendations:

- Relocate food donation bin.

Action to be taken:

- Staff will be instructed to ensure that the food donation bin is moved as close to the opened door as possible, allowing better access to the self-check-out station.

Implications of implementing recommendations:

- None

SALES & SERVICE COUNTERS:

The circulation desk is located in the children's room and is the library's sales and service counter. It is the central point of interaction between patron and librarian, and where all business is conducted.

- The counter is 37.25 inches above ground, beyond the maximum of 36 inches. The width of the counter is 63 inches and within guidelines [2.76: *Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?*].
- The accessible portion of the counter extends 30.75 inches while the depth of the counter top is only 7 inches, the ADA checklist states that the counter and countertop should extend the same amount [2.77: *Does the accessible portion of the counter extend the same depth as the counter top?*].
- There is clear floor space in front of the counter that exceeds the minimum of 30 x 48 inches, allowing for a parallel approach [2.78: *Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?*].
- The opening that allows employees to go behind the desk has a width of 35 inches. Since the minimum width for a wheelchair user to move through a passage is 32 inches as established in the INTERIOR DOORS section a wheelchair user would be able to enter the area behind the service counter [2.40: *Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?*].

This area is intended to seat two librarians at any given time which is currently only barely manageable because the two chairs take up such a large space. The only way there is enough space for a wheelchair user to make a forward approach into any of the librarian work surfaces would be for both chairs to first be removed. However, both librarian work surfaces do meet the established measurements as outlined in the SEATING AT NON-EMPLOYEE WORK SURFACES section in regard to adults.

- Limited space causes the computer tower, power strip with accompanying wires, and other library materials that can't be housed elsewhere must be stored under the work surface area. As a result, the area underneath both work surfaces extends a depth between 9 and 10 inches, not meeting the required minimum of 17 inches [2.66: *At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? Note: If for children the top should be no less than 26 inches and no greater than 30 inches above the floor.*]
- The work surfaces are 30 inches above the ground which is within the ADA checklist range, however the knee space height is 25.5 inches due to the sliding keyboard tray thus not meeting the necessary 27 inches; the knee space width is about 30 inches [2.66 – 2.67]. Without the sliding keyboard tray there would be a knee space height of 29 inches,

but since work surface space is so limited placing the keyboard on the work surface itself would be impractical. [2.67: *Is there a clear floor space of at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide? Note: If for children, the knee space may be 24 inches high.*]

Recommendations:

- Install desk that meets necessary standards.
- Relocate materials beneath desk as much as possible.

Action to be taken:

- Staff is instructed to provide assistance to those who physically cannot reach the circulation desk.

Implications of implementing recommendations:

- It is not feasible to install a desk that meets standards. To do so would require that the circulation desk take up more than the current 14 ft. x 11 ft. space. A one-staff-member ADA compliant desk takes up approximately that space. According to the Library Space Planning Guide published by the Connecticut State Library, 150 square feet should be planned for each workstation. Putting in a standard 2-person ADA compliant circulation desk would require at least 300 square feet, almost ½ the size of the current Children's Room. That would require the removal of the small rectangular children's table and the removal of more than 750 children's books from the collection. The cost for such a desk would be a minimum of \$5000.
- Should a library employee require such accommodation, the library administration would need to find an alternate solution including replacing the director's desk with a suitable one for the employee. The cost for such a work space would be a minimum of \$300.