



Suffolk Downtown Library
SUFFOLK, VIRGINIA

CHARRETTE REPORT FINAL

VOLUME TWO
APPENDIX

September 14, 2018

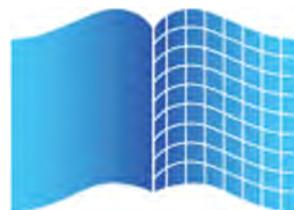
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NEWMANARCHITECTS

WALLER, TODD & SADLER ARCHITECTS, INC.
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VIRGINIA BEACH, VIRGINIA 23451
(757) 417-0140; FAX (757) 417-0144

WTS PROJECT NO. 1418-S



SUFFOLK
PUBLIC LIBRARY

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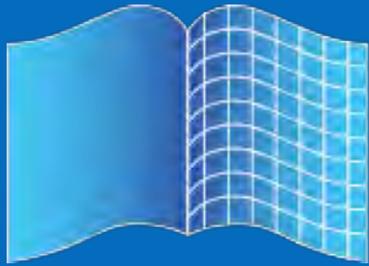
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VOLUME TWO

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Charrette Presentations



SUFFOLK
PUBLIC LIBRARY

Suffolk Downtown Library Study Trends and Visioning

The Evolving Library

Programming Sessions

Meeting No. 1, June 25, 2018

Introduction

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PATRONS ENGAGE WITH COMMUNITY

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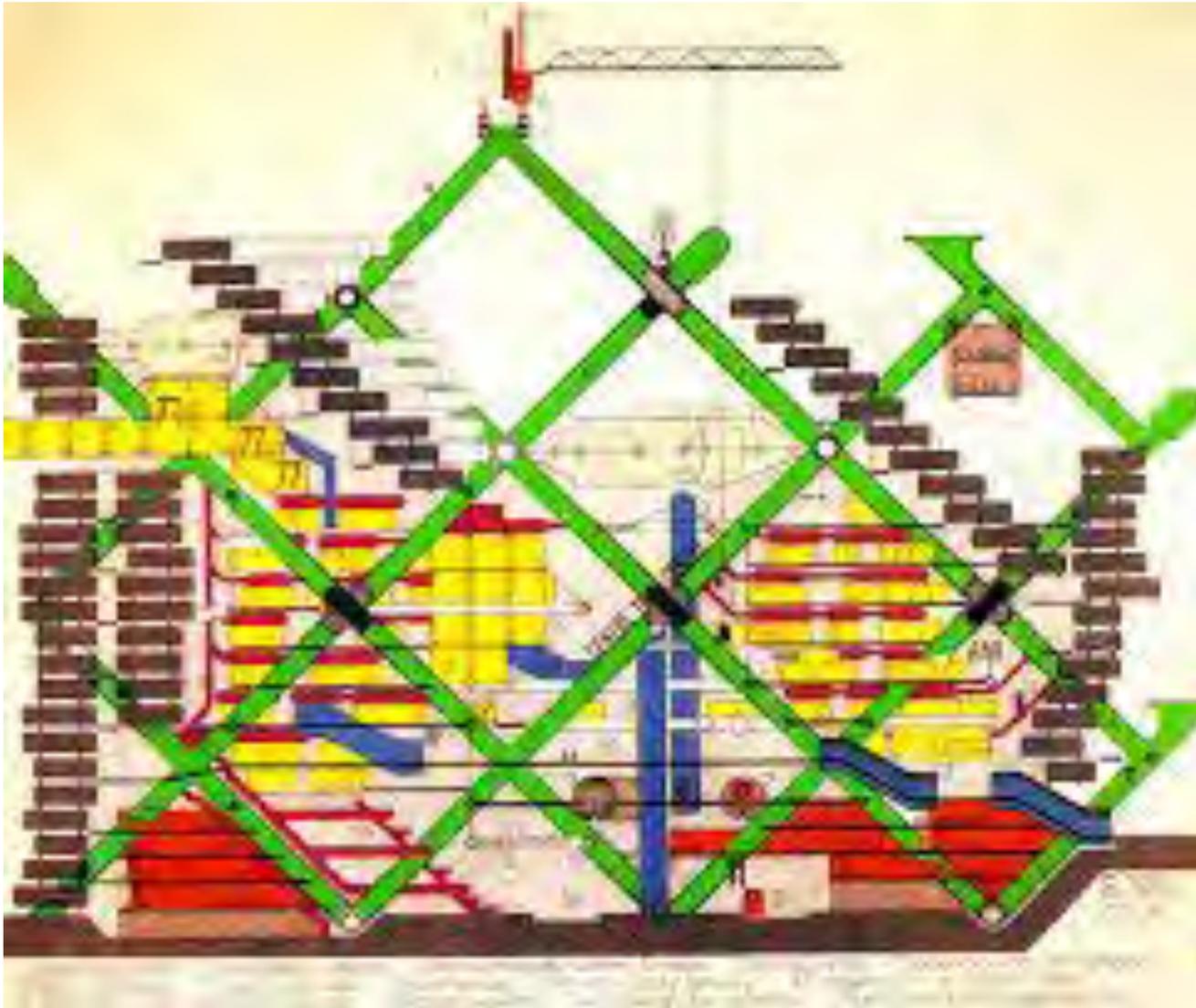
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PATRONS FIND SOLITUDE TO DREAM

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ARMATURE FOR ENGAGEMENT AND CHANGE

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RESPECT FOR WHAT CAME BEFORE - CONTINUITY

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AN OPPORTUNITIES FOR BIG-BOX TRANSFORMATION

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INTER-LIBRARY LOAN
prestamo interbibliotecario

FICTION ficción

GOING BIG-BOX WITH INFORMATION AND KNOWLEDGE

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GOING BIG-BOX WITH INFORMATION AND KNOWLEDGE

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Community

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COMING TOGETHER TO CELEBRATE – THE LIBRARY BRINGS
PEOPLE TOGETHER

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WELCOMING MAIN ENTRANCE AND ARRIVAL

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OPENNESS AND TRANSPARENCY WITH CLEAR SHARED PATHWAYS
+ SIGHTLINES

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TRANSPARENCY AND NATURAL LIGHT –
LIBRARY SERVING AS A BEACON

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OPENNESS AND TRANSPARENCY- VISIBILITY FROM COMMUNITY STREET INTO LIBRARY

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INFORMATION AND KNOWLEDGE STORE

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COMING TOGETHER TO LEARN

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Collaboration & Creativity

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CREATIVE PLAY – FLEXIBLE SPACES

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CREATIVE PLAY / HACKING / MAKER SPACE INVENTION –
DEDICATED SPACES

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CREATIVE BUILDING IN MAKER SPACES

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CREATIVE AND COLLABORATIVE MULTI-MEDIA CONNECTION

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VENUE FOR PERFORMING ARTS

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VENUE FOR PERFORMING ARTS

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VENUE FOR VIDEO PRODUCTION

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INTIMATELY SCALED OPPORTUNITIES FOR CREATIVE INTERACTION ALONG PATHS

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HOMEWORK SUPPORT IN A WELCOMING LIGHT FILLED SETTING

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LEARNING TO FEED OURSELVES - FARM

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LEARNING TO FEED OURSELVES – TO TABLE

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WORKSHOP TO GO – A LIBRARY TOOL-LENDING PROGRAM

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Connectivity

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DIGITAL KIOSKS



SENIORS CONNECTING

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CONNECTIVITY - WITH HEIGHT ADJUSTMENT

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CONNECTIVITY - WITH SOFT SEAT MIX AND NATURAL LIGHT

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CONNECTIVITY – MULTI-MEDIA LAB

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CONNECTIVITY – CLASSROOM TECHNOLOGY INTEGRATION

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CONNECTIVITY - WITH HEIGHT ADJUSTMENT

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CONNECTIVITY – HACKATHONERS TAKE OVER

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FLEXIBLE GAMING CONSOLES

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CONNECTIVITY - THINK WE NEED MORE COMPUTERS

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Celebration

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PLAYFUL COLOR AND IMAGERY IN CHILDREN'S AREA

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PLAYFUL COLOR AND IMAGERY IN CHILDREN'S AREA – SPACE TO RUN

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PLAYFUL COLOR AND IMAGERY IN CHILDREN'S AREA

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GET OUTSIDE ONCE IN AWHILE

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BRINGING THE OUTDOORS INDOORS

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COMIC CON

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AMAZING



PEANUT CHASE

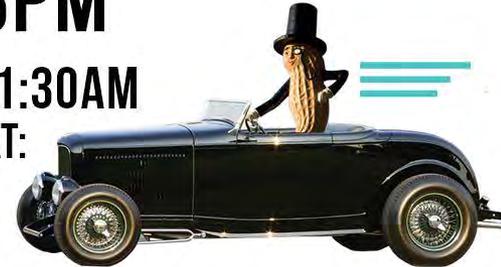
CITYWIDE SCAVENGER HUNT

SATURDAY, JUNE 16 AT 11AM TO 3PM

PACKET PICKUP IS AT CHUCKATUCK LIBRARY FROM 11AM - 11:30AM

TEAM PRE-REGISTRATION IS RECOMMENDED AND CAN BE MADE AT:

SUFFOLKPUBLICLIBRARY.COM/EVENTS



FREE!

SPL - CELEBRATING OUR TOWN

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Continuity & Change

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LIBRARY BUILDING PROGRAM AS A CATALYST TO PRESERVE A BELOVED LANDMARK

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LIBRARY BUILDING PROGRAM AS A CATALYST

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THE NEW YORK PUBLIC LIBRARY STEPHEN A. SONDMER BRANCH

LIBRARY BUILDING PROGRAM AS A CATALYST FOR URBAN CONNECTIVITY – LIBRARY AS A BEACON

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LIBRARY BUILDING PROGRAM AS A CATALYST FOR URBAN CONNECTIVITY – LIBRARY AS A BEACON

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LIBRARY BUILDING PROGRAM WILL CONTRIBUTE TO TOWN STREETScape PRESERVATION

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LIBRARY BUILDING PROGRAM WILL CONTRIBUTE TO TOWN STREETScape PRESERVATION

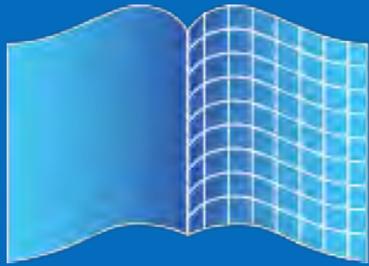
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City of Suffolk's Evolving Library

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SUFFOLK
PUBLIC LIBRARY

Suffolk Downtown Library Study Trends and Visioning

Programmatic Spaces

Programming Sessions

Meeting No. 1, June 25, 2018

Entry + Help Desk Spaces



ENTRY + HELP DESK – SELF CHECKOUT – SECURE VESTIBULE –
CLEAR SIGHT LINES

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COMBINATION CIRCULATION + INFO DESK

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HELP DESK – OPEN, ACCESSIBLE



HELP DESK

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HELP DESK – SELF CHECKOUT – DECENTRALIZED

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HELP DESK- DECENTRALIZED

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Book and Reading Spaces



SMALL READING SPACES

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“NEW AND NOVEL” – GRAB AND GO - MOVABLE FURNITURE



SMALL – FLEXIBLE READING AND GATHERING SPACES



COMMUNITY READING ROOMS- COMFORATBALE SEATING-
PERIODICALS



QUICK ACCESS BOOK STACKS



FLEXIBLE COMMONS FOR INTEGRATED BROWSING + READING + DIGITAL CONNECTION

Children's Spaces



CHILDREN'S AREA- MOVABLE FURNITURE



CHILDREN ZONE – MIX OF ACTIVE AND PASSIVE

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CHILDREN ZONE – MIX OF ACTIVE AND PASSIVE

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CHILDREN ZONE – CHILD SCALE

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CHILDREN ZONE – CHILD SCALE

NEWMAN ARCHITECTS

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CHILDREN niños

CHILDREN ZONE- CHILD SCALE

NEWMAN ARCHITECTS

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ARCHITECTS



KID ZONE – BOOK FAIR

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



KID ZONE – TECHNOLOGY INTEGRATION

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS

Teen's Spaces



AREA FOR TEENS

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



AREA FOR TEENS

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



HOMEWORK ASSISTANCE

NEWMAN ARCHITECTS

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SADLER
ARCHITECTS



HOMEWORK ASSISTANCE

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TEENS- A PLACE OF THEIR OWN, UNIQUE

NEWMAN ARCHITECTS

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Technology Integration



KIOSK AND DIGITAL DISPLAY



TOUCH DOWN SPACE FOR INDIVIDUAL DEVICE USE AND CONNECTION



DIGITAL GAMING STATION

NEWMAN ARCHITECTS

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DIGITAL LAB – GROUP AND INDIVIDUAL LEARNING – WORK
FORCE PROGRAM RESOURCES

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DIGITAL LAB- VIRTUAL CONNECTIONS

NEWMAN ARCHITECTS

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DIGITAL LAB- AUDIO RECORDING

NEWMAN ARCHITECTS

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DIGITAL LAB - SENIOR CONNECTIVITY

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Creative Spaces – Making, Doing, Playing



MAKER SPACE

NEWMAN ARCHITECTS

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ARCHITECTS



MAKER SPACE

NEWMAN ARCHITECTS

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ARCHITECTS



MAKER SPACE

NEWMAN ARCHITECTS

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ARCHITECTS



MAKER SPACE

NEWMAN ARCHITECTS

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MAKER SPACE (MESSY SPACE)



MAKER SPACE + DIGITAL LAB (CLEAN SPACE)

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GAMING SPACE – FLEXIBLE

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TOOL LENDING

NEWMAN ARCHITECTS

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ARCHITECTS



TOOL LENDING

NEWMAN ARCHITECTS

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Small Gathering Spaces (2-8)



SMALL GATHERING SPACES (2-8) + STUDY SPACE - ENCLOSED

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SMALL GATHERING SPACES (2-8) + STUDY SPACE - ENCLOSED

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SMALL GATHERING SPACES (2-8) + STUDY SPACE - OPEN

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SMALL GATHERING SPACES (2-8) + STUDY SPACE - OPEN

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Medium Gathering Spaces (10-25)



MEDIUM GATHERING ROOM

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MEDIUM READING + GATHERING SPACE - FLEXIBLE

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QUIET READING + GATHERING ROOM – SEPARATE, STILL
FLEXIBLE

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MEDIUM GATHERING SPACE- CLASSROOM ENVIRONMENT

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Large Gathering Spaces (30-100)



LARGE GATHERING AREA – DIVIDABLE

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PUBLIC FORUMS

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LARGE GATHERING AREA

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LARGE GATHERING AREA + MULTIPURPOSE

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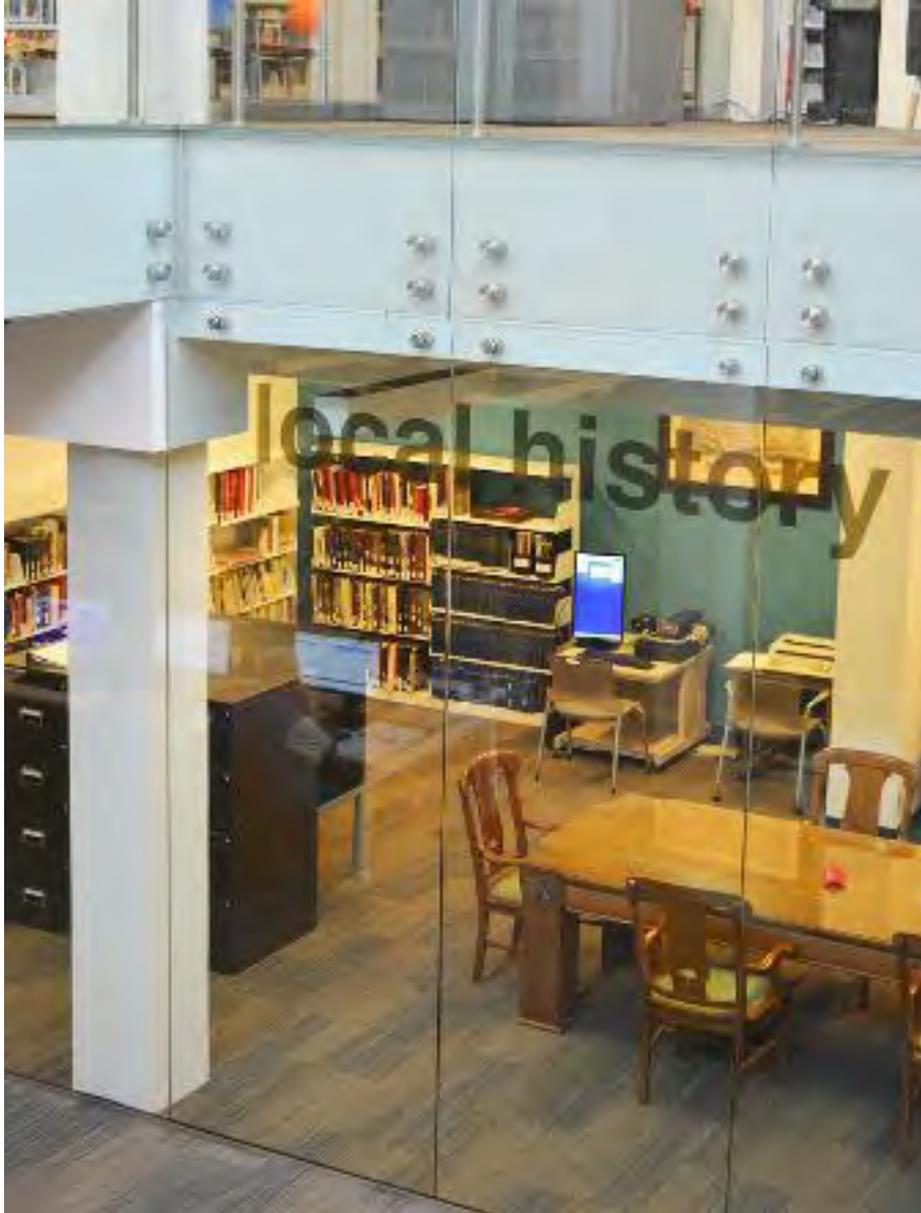
CHILDREN

LARGE GATHERING AREA – OPEN + MULTIPURPOSE

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Local History + Genealogy



LOCAL HISTORY COLLECTION

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LOCAL HISTORY COLLECTION

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LOCAL HISTORY COLLECTION + HERITAGE ROOM

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Performance Space



PERFORMANCE SPACE – DEDICATED, BLACK BOX THEATER

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PERFORMANCE SPACE – FLEXIBLE

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PERFORMANCE SPACE – FLEXIBLE

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ARCHITECTS

Food Spaces



TEACHING KITCHEN

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ARCHITECTS



TEACHING KITCHEN

NEWMAN ARCHITECTS

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TEACHING + DEMONSTRATION KITCHEN

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LIBRARY CAFÉ

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LIBRARY CAFÉ

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Outdoor Spaces



LIBRARY FESTIVAL - PLAZA

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LEARNING GARDEN

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OUTDOOR + MOBILE/ POP-UP LIBRARY

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OUTDOOR CLASSROOM + OUTDOOR LEARNING

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OUTDOOR PERFORMANCE + OUTDOOR GATHERING
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CONNECTIVITY TO NATURE

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Access Spaces



BIKE PARKING

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STROLLER PARKING

NEWMAN ARCHITECTS

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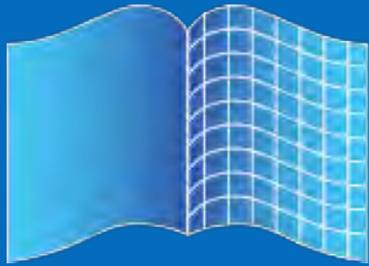
Hello,
mamas!

Please enjoy the moment. You'll find a clean, comfortable, private spot to pump or nurse.

- Relax and enjoy the view.
- Use the space for the women, wherever you are pumping or breastfeeding.
- Help or take the equipment case with you or leave it in the room. It's yours to use.
- Don't forget to use the mirror to see your baby. It's a great way to see your baby.
- Don't forget to use the mirror to see your baby. It's a great way to see your baby.
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NURSING ROOM



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Suffolk Downtown Library Study Trends and Visioning

Programmatic Spaces

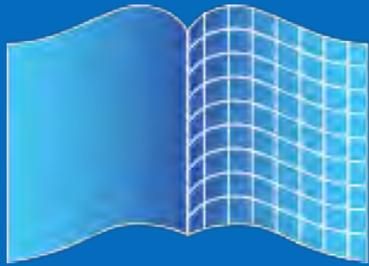
Programming Sessions

Meeting No. 1, June 25, 2018

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SUFFOLK
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Suffolk Downtown Library Study

Trends and Visioning

Case Studies

Programming Sessions
June 25, 2018

Delaware New Castle Library

Designer: Perkins and Will

New Castle, DE

43,000 SF

Delaware New Castle Library

Maker Lab

STEM room

Sensory Room

Black Box

Eatery

Different sized meeting and reading rooms

Full service teaching kitchen and café

Theater

Specialized rooms tailored to the elderly and special needs

Parenting sessions

Juvenile Crime Assistance

Partnering with local schools

Business Center

Early Childhood programs

Community classes

Lego Room

Outdoor Farmers Market



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Open Space

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Lego Room

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ARCHITECTS



Celebrated Entrance

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SADLER**
ARCHITECTS



Variety of Classes

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Ridgefield Library

Designer: Newman Architects

Ridgefield, CT

50,000 SF

Ridgefield Library

Technology Center

Different sized meeting and reading rooms

Children's area

Teen Area

Commons

Gallery

Recording For the Blind

High Tech Group Study Room

Board room



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*Help Desk and Self-Checkout, Secure
Access*

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SADLER**
ARCHITECTS



Double Height Commons Space

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ARCHITECTS



Large Multi-Purpose Meeting Room

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SADLER**
ARCHITECTS



Children's Area

NEWMANARCHITECTS

**WALLER
TODD &
SADLER**
ARCHITECTS



Teen Area

NEWMANARCHITECTS

**WALLER
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SADLER**
ARCHITECTS



Book Stacks and Commons

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SADLER**
ARCHITECTS

Henrico County Varina Area Library

Designer: BCWH + Tappe

Henrico, VA

43,000 SF

Henrico County Varina Area Library

Public Entry Plaza

Community room

Teaching Kitchen

Drive-up Service window

Café and terrace

Public access computers and printing devices

Walking trail connecting to local trails

Different sized meeting and reading areas



Public Entry Plaza

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Digital Media Lab

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Public Use Technology

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Book Stacks

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Large Gathering space

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Large Gathering space

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Small Gathering Spaces

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Demonstration Kitchen

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Quiet Spaces – Connection to Local Nature Trails

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Driving Park

Designed by: NBBJ

Columbus, OH

15,000 SF

Driving Park

Self Check-out

Commodity Computing

Business center

YouMedia Lab

Different sized meeting and reading rooms

Homework Help Center

Life skills



Pedestrian Entry

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Street Front and Plaza



Book Stacks and Children's Area

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Homework Help Center

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Digital Lab

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Kid's Zone

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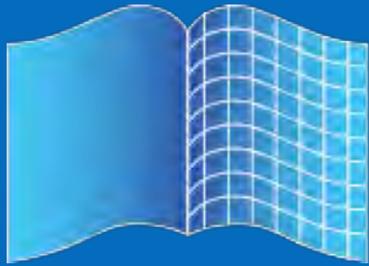
Public Access Computers

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Case Studies

John Jermain Library, Ridgefield Library, Henrico County Area Varina, Driving Park



SUFFOLK
PUBLIC LIBRARY



Suffolk Downtown Library Study Trends and Visioning

Downtown Library Master Planning

Programming Sessions

Meeting No. 1, June 25, 2018

CHARRETTE AGENDA

Day 1, Monday, June 25, 2018, 9am-4pm

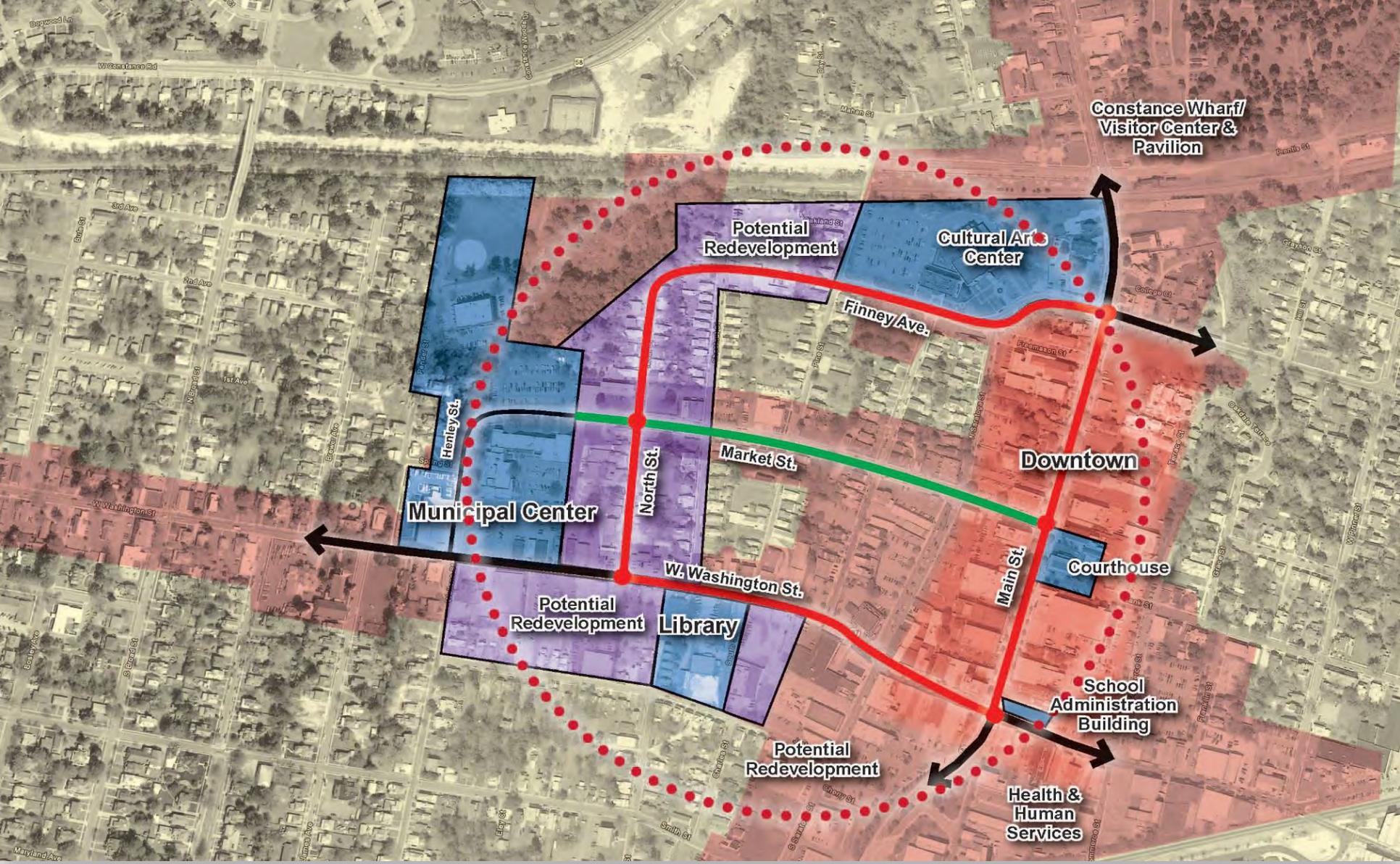
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|--|-------------|--|
| a. Introductions and agenda review | 9:00-9:15 | City/WTS |
| b. City of Suffolk Vision (interactive) | 9:15-10:00 | City Lead/WTS-Team |
| c. 21 st Century Library: Trends and Visioning | 10:00-10:45 | City Admin/Library
Staff/Newman/WTS |
| d. Break | 10:45-11:00 | |
| e. "Defining Spaces" - Listening Session
Staff/Newman/WTS | 11:00-12:30 | City Admin/Library |
| f. Lunch | 12:30-1:15 | |
| g. Specific Programming Goals | 1:15-4:00 | City Admin/Library
Staff/Newman/WTS |
| h. Adjourn | 4:00 | |

Day 2, Tuesday, June 26, 2018, 9am-4:30pm

- | | | |
|--|------------|------------------------------|
| a. Debrief previous day efforts. New Thoughts | 9:00-9:30 | Newman/WTS |
| b. Existing Library Tour | 9:30-12:00 | Library Staff/
Newman/WTS |
| c. Lunch | 12:00-1:00 | |
| d. PWD/ENG/Comm/Utils/City Departments | 1:00-4:00 | City Staff/WTS Team |
| e. Follow up library items:
Defining Vision and Strategic Goals | 1:00-4:00 | Library Staff/
Newman/WTS |
| a. Outbrief | 4:00-4:30 | Newman/WTS |

Suffolk Downtown Library Study

Charrette	June 25-26, 2018
Community Meetings	July 11-12, 2018
	Wed, July 11, 6-8pm at City Hall
	Thurs, July 12, 6-87pm at East Suffolk Recreation Center
Synthesize Info	Aug 7, 2018
User/City Review Meeting	Aug 17, 2018
Consultants Documents	Aug 31, 2018
Study Complete	Sept 14, 2018
City Council Presentation	End Sept, 2018



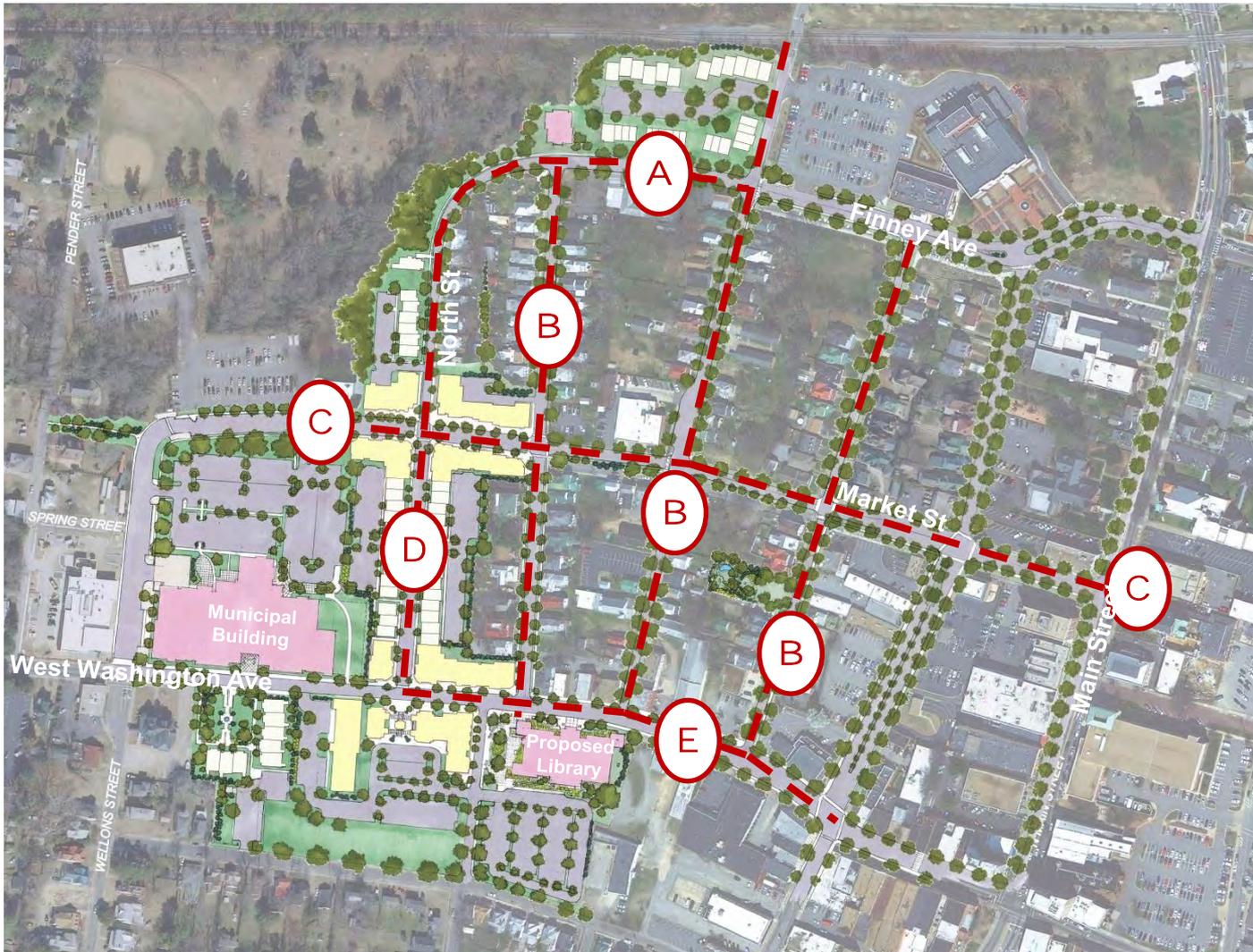
Downtown Core

- Commercial Zoning
- Residential Zoning

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INFRASTRUCTURE IMPROVEMENTS AND INVESTMENT



- A** Extend Finney Ave
- B** Upgrade Residential Streets
- C** Upgrade Market St. into "green street"
- D** Widen and Upgrade North St.
- E** Widen and Upgrade Washington St.

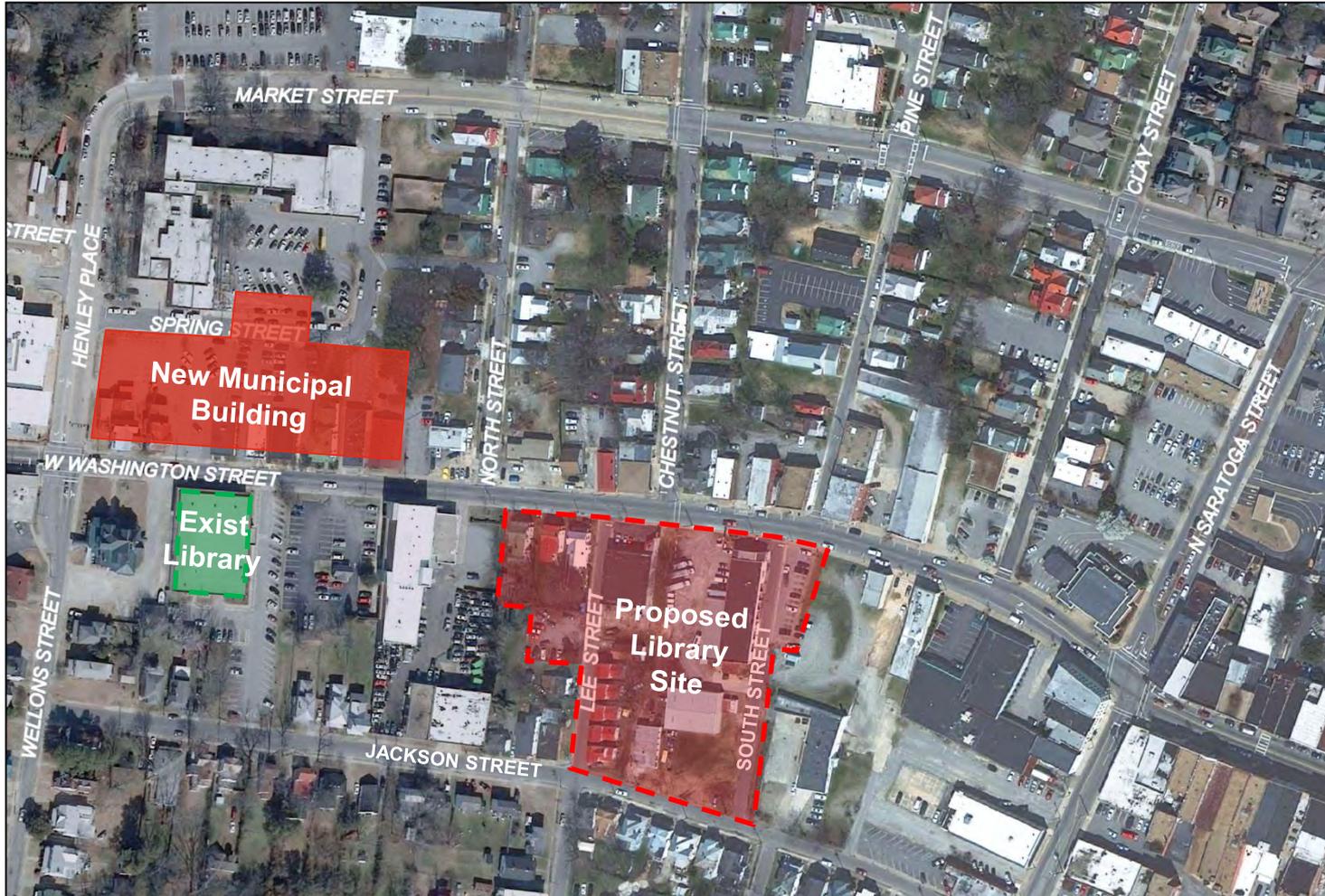
MORGAN LIBRARY – EXISTING CONDITIONS



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EXISTING AND PROPOSED SITE



SITE OBJECTIVES

- Public investment on Washington Street corridor
- Opportunities for private infill
- Creates a focal point at the end of Chestnut and Pine Streets

PUBLIC IMPROVEMENTS WILL SPUR PRIVATE INVESTMENT



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CITY OWNED PROPERTIES



PROPOSED DOWNTOWN LIBRARY ALONG WEST WASHINGTON ST.

- ❑ Public Library
- ❑ Local History Exhibit
- ❑ Streetscape Connection to Municipal Center
- ❑ Outdoor Public Space
- ❑ Stimulate Evening Activities Downtown
- ❑ Downtown Historic District Design Guidelines
- ❑ Lee and South Street Resolution
- ❑ Chestnut St. Focal Point

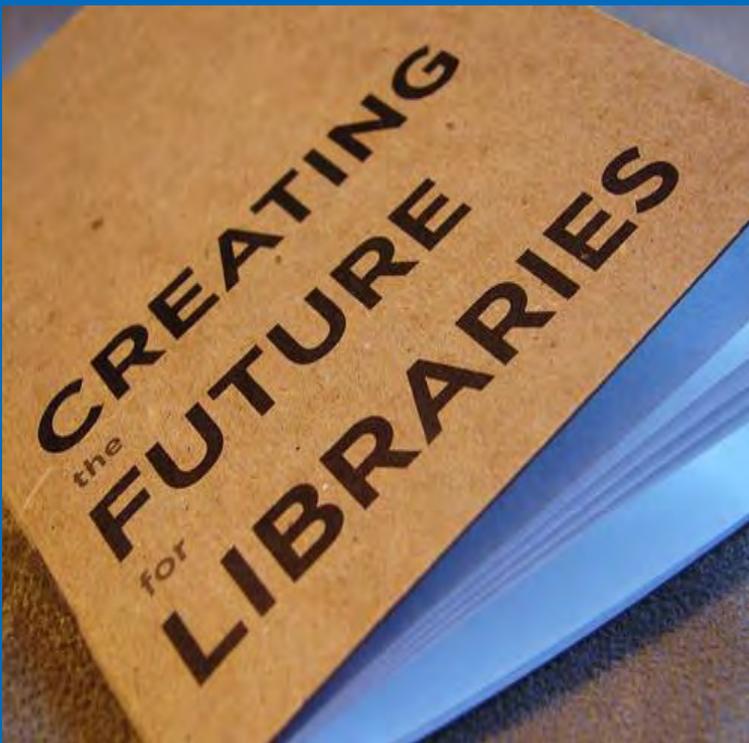
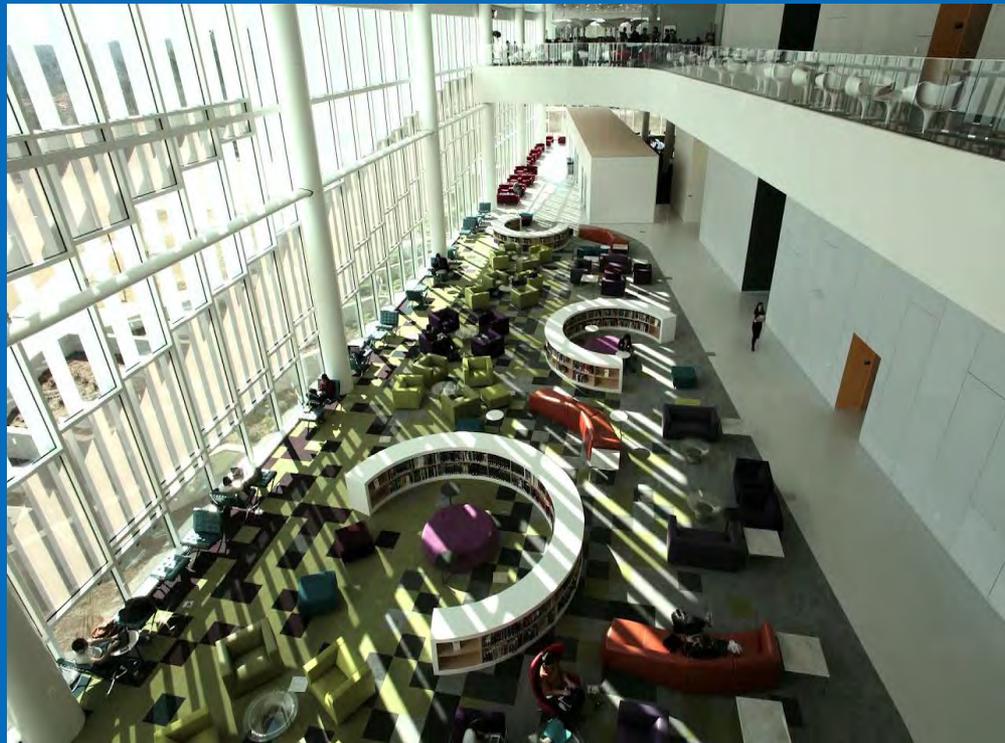
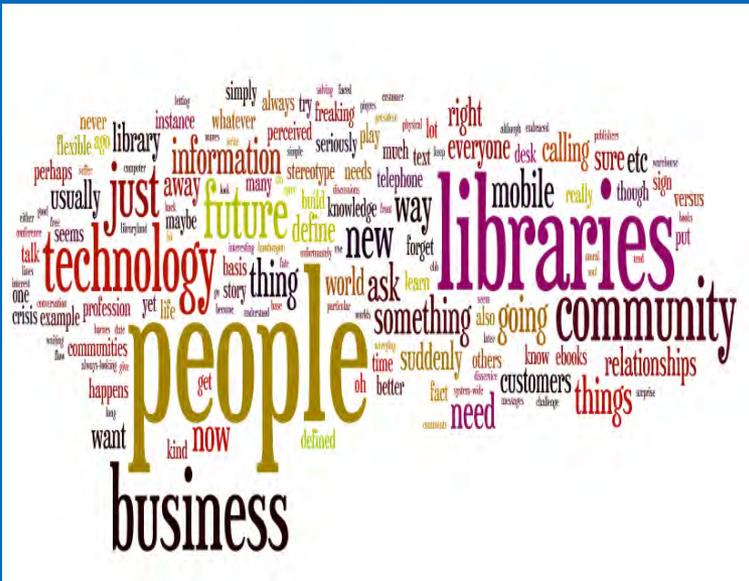


Public Square on West Washington Street

1. Building off the opening of the Suffolk Executive Co-working space next door - Use the city assembled property on West Washington Street to create new spaces for the information/creative/sharing economy.
2. This is a local development as placemaking and economic gardening. The goal is to create a haven for local small business formation.
3. **Located around a new public square are a new library/research center for the 21st Century, a communal commercial kitchen and/or maker space and a collection live/work units.**
4. **The library can house a center focused on research, market information and mentorship of new small businesses.**
5. **It could include a new City of Suffolk Museum – that collects, explores and presents the history, culture and life of the city and its residents.**
6. Along the western edge of the square are shared spaces designed to support new business formation. Common shared economy spaces include commercial kitchens or maker spaces that have tools and mentors that can help entrepreneurs prototype new products for market.
7. The last site to the south of the square is targeted for Live/Work Units. Here a graduate of the maker space can rent a space to live, produce and sell her products in one location.
8. Includes 64 apartments over the shared incubator spaces. Apartments help to subsidize the ground floor spaces.



Site A – W. Washington





MY KITCHENS

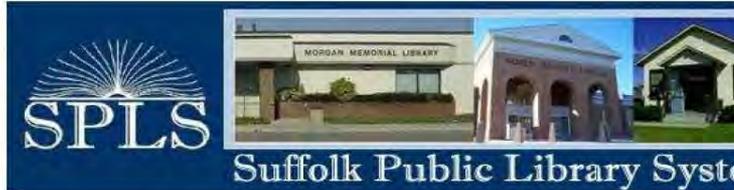
AFFORDABLE SHARED COMMERCIAL KITCHEN



1. **“ KICK OFF WORKSHOP”** Define Goals, Potentials, Constraints
 - a) Site Analysis & Selection
 - b) Programmatic/Operational
 - c) Architectural
 - d) Interior Character
 - e) Budget / Schedule / Review
2. **INTERVIEW LIBRARY STAFF**
3. **CONFIRM SPACE NEEDS PROGRAM**
4. **DEVELOP SPACIAL CONCEPTS**
 - a) Participation by Entire Design Team
5. **COMMUNITY PARTICIPATION**

SUFFOLK DOWNTON LIBRARY BUILDING PROGRAM – 2013

COMBINED SUFFOLK LIBRARY / PDCCC FACILITY



Space Program Summary

SUBTOTAL PUBLIC AREA (NSF)	18,891
SUBTOTAL MEETING AREA (NSF)	2,574
SUBTOTAL STAFF AREA (NSF)	3,952
SUBTOTAL ALL AREAS (NSF)	25,417

Library 33,000 SF

TOTAL W/ 1.3 BLDG GROSSING FACTOR 33,042

LOCAL HISTORY DISPLAY / EXHIBITION 2,750

Local History 3,000 SF

PDCCC LIBRARY 4,054

	Adult	Ref	Period	YA	Child	Total
SEATING (not incl mtg rooms)	149	0	14	13	18	194
PC's	84	12	0	6	6	108

PDCCC ACADEMIC SPACE 14,014

TOTAL including Local History Display/Exhibition 53,860

SUFFOLK LIBRARY PROGRAM

ARCHITECTURAL PROGRAM

Suffolk Library

PUBLIC AREA		Size	No Req'd	Subtotal NSF	Seats	PC's	Net SF
1.00	ENTRY AREA						1,300
1.01	Entrance & Lobby / Gallery	400	1	400			
1.02	New book display	200	1	200			
1.03	Public Information, bulletin board,handouts	50	1	50			
1.04	Vending / sitting area	400	1	400			
1.06	Book drop	100	1	100			
1.07	Friends Storage & sales	100	1	100			
1.08	Copy center	50	1	50			
1.09							
2.00	CIRCULATION SERVICE DESK AREA						335
2.01	Circulation Desk w/ 2 work stations & HC station	200	1	200			
2.02	Self check -4	25	3	75			
2.03	Reserves @ 4 SFS @ 60 "	10	4	40			
2.03	Storage for Laptops	10	2	20			
3.00	REFERENCE & SERVICE DESKS				0	12	232
3.01	Service (Ref, other) Desks w/ 1 WS	36	1	36			
3.02	Ready Reference 1 SFS @ 42 "	0		0			
3.03	Reference Collection			111			
3.04	Catalog PAC's	5	12	60		12	
3.05	copier & counter	25	1	25			
3.06							
4.00	PERIODICALS				14		481
4.01	Magazines & Newspapers @ 60 titles			67			
4.02	Lounge chairs	9	6	54	6		
4.03	4 person tables	120	2	240	8		
4.04	carrels		0	0			
4.05	Fireplace area	120	1	120			

City of Suffolk Vision

Where do we go from here...

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Appendix B

Charrette Meeting Notes

PROJECT: Suffolk Downtown Library Study

PROJECT NO.: 1418-S

DATE: 7/9/18

BY: Bill Schwegler & Maureen McElfresh - Waller, Todd & Sadler and Amy Daniels – Newman Architects

MTG. DATE: 6/25/18

MTG. LOCATION: Suffolk City Hall

SUBJECT: Suffolk Downtown Library Charrette - Day 1

6/25/18 Meeting

NAME	ORGANIZATION	PHONE	EMAIL
Bill Schwegler	WTS	417-0140	wwschwegler@wtsarch.com
Maureen McElfresh	WTS	417-0140	msmcfresh@wtsarch.com
Joseph Huethen	Newman Architects	203-623-7763	jhuether@newmansrchitects.com
Amy Daniels	Newman Architects	202-525-2726	adaniels@newmanarchitects.com
Clint S. Rudy	Suffolk Public Library	514-7322	crudy@suffolkva.us
Sarah Townsend	Suffolk Public Library	514-7320	stownsend@suffolkva.us
Liz Steyer	Suffolk Public Library	514-7329	esteyer@suffolkva.us
Jennifer Brown	Suffolk Public Library	514-7162	jsbrown@suffolkva.us
Megan Mulvey	Suffolk Public Library	514-7313	mmulvey@suffolkva.us
Scott Mills	City of Suffolk	514-4070	smills@suffolkva.us
Paul Retel	City of Suffolk	514-7019	pretel@suffolkva.us
David Hainley	City of Suffolk	514-4005	dHainley@suffolkva.us
Amy Thurston	City of Suffolk	514-4066	athurston@suffolkva.us

MEETING MINUTES

1. Library technology trailblazers
 - a. Maker Spaces
 - b. Individualized (beginner and intermediate)
2. Partnering with Old Dominion University
 - a. Canvassed larger community in early June 18'
3. Filling the K-12 gaps
4. Pruden Center-Votech can partner
5. Library System fills the gaps in several ways across the spectrum of services and education in Suffolk
6. Juneteen program 70 people inside the building

7. Community challenge-don't feel connected
8. 24/7 access model is the goal (currently most done M-R 10AM -8PM F/S 10AM-5PM Closed Sun)
 - a. More virtual access (museums do better than libraries)
 - b. Constrained by funding for staff
 - c. Do not have app developer for remote/virtual programs
9. People expecting immediate and individual assistance
10. Concierge for direction
11. Digital directions
12. Lend
 - a. Cameras
13. Maker movement-community Creative Movement
 - a. Publishing
14. Consider water features as a background noise generator
15. Austin PL – review outdoor space
16. Special needs program
 - a. Adults with disabilities
 - b. Councilors meetings, 1:1
 - c. Day groups
 - d. Adaptive bingo
17. Library-to –go
 - a. Engage entire community and library staff
18. Take on-line classes for free, focus on community
 - a. Deerfield correctional facility
 - b. Western Tidewater Correctional
 - c. Indian Creek Correctional
19. Clients
 - a. Local downtown
 - b. Holland Wayleyville
 - c. Regional North Carolina
 - d. Western and Northwestern Suffolk
20. Train to re-entry from prison
21. Anticipate more retirement people in a new library

- 22. Community not seeing/serving
 - a. Entrepreneurs-facilitate growing business
 - i. Conference room flex
 - ii. Share workspace
 - iii. Economic development assistance
 - iv. Physical address required for a small business
 - b. Demographics for start-ups-what types of businesses
- 23. Staff needs
 - a. Authentic
 - i. Knowing the community
 - ii. "Putting the money where the mouth is"
 - iii. Equity in the community
 - iv. Do what is hard not just the easy
- 24. 47 positions city wide
 - a. Use learning space now as an ad-hoc space that is shared with public programs
- 25. Learning space and incubation may have commonality-write on walls write on tables, a workspace to step away and come back to, tech table to write on that records, smart board to store info, storage closets for projects A, B, C, etc.....
- 26. Be able to plug in remotely
- 27. Hire outside the library world for expertise in subject matters
- 28. Client vs. staff-somethings need to be set aside for staff only
- 29. Place for library mobile to be protected during loading/unloading
- 30. Shelving for books and materials to load and unload from bookmobile
 - a. 6 month material turnover
 - b. No ability to grow
 - c. Technology storage for outreach
 - d. Prep and staging for outreach
 - e. Light carts for technology
 - f. Future may not be vehicle but drones
- 31. Service to the blind-will this be a future program

Newman Architects

- I. City of Suffolk Vision + Introductions

1. BS explained the background of previous process completed for the new downtown Library including previous WTS study and current Downtown Master Plan.
 - a. Parking Criteria as laid out by City Zoning requirements does not have to be met.
 - b. Recommends pushing the building to the street to activate the street front
 - c. Design team will look to the city for confirmation of how much space shall be allocated and saved on the site for future development.
 2. MM noted that although Lee and South street are shown in their current configurations, the plan as to how they will be developed is not a given and is open to being changed.
 3. AD and JH provided an overview of the programming process and outlined the goals for the two-day meeting series.
 4. SM shared that there is a project budget outlined in the CIP. At a certain point the project program will need to be rectified with the Project Budget.
 5. JH questioned if there are any off-site, yet downtown, facilities that the Library makes use of.
 6. Library Goals:
 - a. Flexibility is important
 - b. ST: Everything we can do inside the library we can do outside
 - c. Downtown library building is a launching pad for what SPL can do throughout the city
 7. City Hall building has created light at night and helped the area in the evenings, even when it's not open.
- II. SPL Listening Session Part 1: Trends and Visioning
1. Library as a place to grow Technology Trailblazers
 - a. Thinking about the building 20-30 years from now; as Books change, how do libraries adapt?
 - b. In Suffolk there aren't community tech space. Library has become that. Access, discover and touch new technology.
 - c. A place where people can access and touch new technology - discover something new, be introduced to what is new
 - d. There will always be a digital divide
 - i. Skills for both older and younger people
 - ii. Not everyone has connectivity
 - e. Suffolk approaches computer classes differently - computer classes weren't working well
 - f. Individual instruction allows them to address the specific needs of individuals. SPL's philosophy includes "Meeting people where they are".

- i. Focus is on hands on instruction versus class instructions; meeting individual needs (E-Book download, setting up email, downloading documents, Word, Excel, write a resume)
 - ii. Children's tech classes still exist – coding, circuits robotics, what kids what to explore
- g. Provide lendable technology - laptops, tablets. Looking to expand in the future. SPL questions what will technology look like in 2022 when the new Library opens?
- h. "Discovery" appointment- schedule online; usually about 1 hour. Would like to provide virtual assistance/presence as well. Especially an issue in Suffolk due to size and transportation issues. Large rural presence, connectivity is difficult. Discovery appointments occur at touch down spaces- not necessarily dedicated space. Flexible furniture and spaces.
- i. SPL is currently lending technology only within the building; hope to allow it to go outside of the building. Currently lending hot spots outside of the building. 70+ people on the waitlist for this service
- j. Staff are "Generalists"
- k. Developing tech competencies with everyone - most staff can answer basic tech questions.
- l. NO desktops- moving away from computer laps. Still need spaces for people to sit with a lendable device.
 - i. Maybe when the building is opened; some desktops would be needed but ultimately, they would be phased out.
- m. SPL Internet connection is through Charter
- n. They have reduced the physical book collections, but it's not going away.
- o. Some research books aren't kept in library but can be borrowed from other libraries in the country.
- p. Community meetings, experiential classes will bring people into the building, not necessarily the physical books
- q. We are a learning hub and books aren't the only way people learn.
- r. How does the library help grow the next tech startups and the next programmers, of the future?
 - i. Are large companies recruiting from within Suffolk for technology needs?
 - ii. Goals: to host hack-a-thon.
 - iii. Learning new skills and developing apps, programming etc.
 - iv. JH: is there a workshop for Business Communities to understand what their needs are?

2. Partnership with ODU for Maker Spaces; Flipped Learning: The Library as an Experience Exploration Center
 - a. Surveyed the community over the last 2 weeks, beginning focus groups
 - b. Surveying the small groups community - not great feedback; seeking a new way to reach out to them.
 - i. Skills set?
 - ii. What technology to provide training on?
 - iii. Opportunity for learning and advancement
 - c. Department of Economic Development + Chamber of Commerce- Library to reach out to.
 - d. Students are not getting exposure to coding/robotics in school.
 - i. There is a tech school- Pruden Center for Vocational Training (vehicle, mechanics, cosmetology, child care)
 - ii. The library was teaching coding in the schools "Project Lead the Way" - not sustainable for the future. - Suffolk Public Schools. Partnering over the last 2 years to find the gaps and fill them.
 - e. Primarily Coding and 3-d printing programs for children's and teens
 - i. People are asking for services for adults as well.
 - f. "Techapalooza" – SPL event held this past Saturday, 100 people attended. When something like this occurs, they use the entire space, and anyone wants to use quiet spaces they're not able to. The north Suffolk library doesn't have good meeting space.
 - g. All Ages are interested in Maker Spaces including: Robotics, Virtual Reality, Drones, etc.
 - i. The library has a couple of 3d printers, 2 drones, 2 VR sets
 - ii. Do not have a way to design and 3-D print at the Library yet.
 - iii. Goal: Experience, Explore, Engage- Experiential Learning
3. North Suffolk Library
 - a. Hosts large events
 - b. People from Downtown area have transportation issues and can't get to North Suffolk Library.
 - c. Downtown is centrally located.
4. Books
 - a. Is there consideration for remote books? Not currently.
 - b. Book collections have been reduced in the last couple of years.

- c. Balance for browsers versus people who are looking for something along.
 - d. Do not have a "niche" research library section/refer patron to academic libraries.
 - i. Need more robust digital collection of the research components.
 - e. Keep in house: highly popular, high interest
 - f. SPL: In the Future, people will not be using the library as much for traditional book purposes; like traditional libraries of the past.
 - g. What we are doing in the next 3-4 years needs to be flexible enough for the next 20-30 years.
 - h. Philosophy: "Learning Hub". Books are not the only way that people learn; the space should reflect that
5. Library as the new Town Space – where people come together- Program identification:
- a. Town square for inside and outside space; Programs held at The Morgan Memorial Library:
 - i. July 4 picnic, 300 people held at Morgan Library. Held in the Parking Lot
 - ii. Story times outside; families sit on green area.
 - iii. Community garden
 - iv. Mess hall program – summer feeding program. USDA fed funded program. During summer kids don't get the free meals like they do at school. Anyone 18 and under can come in for free lunch. Doing programming at the same time to entice them to use the library
 - v. Green space for festival, harvest fest, family game day, area for play
 - vi. Spray paint art
 - vii. Art show
 - viii. Carnival
 - b. There are often 3 programs happening at the same time, competing for space.
 - i. Teen Program would want to use Meeting Room (Gaming Equipment)
 - ii. Library -To GO can happen outside and connect to gaming - would be happening in the parking lot
 - iii. Meeting Room - Speaker Series with local historian
 - iv. Downstairs- Suffolk Rocks Painting/Hands on activity in the Lobby "Messy activities" currently happening in the Lobby
 - v. You capture a lot of people that you wouldn't otherwise because of visibility of what is going on.
 - vi. Create welcoming area where programs are on display for the Library.
 - vii. Glass wall separation would be nice

- c. Outdoor Festivals, Solar Eclipse, Game Days, Outdoor Green Space at Chuckatuck
 - i. No outdoor green space dedicated to play
 - d. Spray Paint, Art, Carnival, Car Show- happening in the parking lot.
 - e. SPL to provide list of events to architects, inside/outside. Jennifer can pull the schedule together of events
 - i. What programs would be best occurring downtown
 - ii. How many normally attend events
 - f. Programming spaces should be visible to pull people into the program that may walk b
 - g. Community Survey- several years ago
 - i. People don't feel connected to their community, people don't feel that they know their neighbors.
 - ii. Library trying to fill in the gaps for Large Events - Every Saturday in the summer.
 - iii. SM: Public Outdoor open space with a Library being the main component.
6. Moving towards a 24/7 Access Model "Fast Casual Trend"
- a. Thinking about flexibility to meet people's needs. Not just during the normal operating hours
 - b. Content available online, not many libraries are doing a great job with online content. But museums, Smithsonian, library of congress may do a good job
 - i. Libraries are constrained by the systems they currently have. Rely on what library vendors are providing
 - ii. Don't have app and don't have anyone to make one
 - iii. They do try to curate online content (Pinterest) "Hey this is what you can do this week"
 - c. Current Service Model:
 - i. Not a bid service desk – decentralized service. But customers need to know where they can go for help
 - ii. Service Pods – meeting customers on the floor, want to be inviting but not intimidating
 - iii. Roving staff with mobile desk with ASK ME on it
 - d. Moving towards automating Transactions
 - i. Do not currently have self- check
 - ii. Put people resources into the things that need people, not things that can be automated.

- iii. Future- Amazon pilot stores; moving towards a transaction-less Library. We aren't there right now, but in the future we will be there - we need to plan for that.
- iv. Augmented technology will automate the "welcome zone" in the future.
- e. Part of the Library is open when no one is there; Libraries are staffed 24/7 when people aren't there.
 - i. Book Return
 - ii. Wi-Fi Access- people currently sit in parking lot to use Wi-Fi
 - iii. Meeting Room
 - iv. Designated Spaces that are open
 - v. Access via code? Full and open?
 - vi. Communities that work multiple shifts

7. Services

- a. Automated transaction – they currently don't have it but would like it. This helps eliminate the staff
- b. Amazon auto check out – walk in grab what you need and walk out
- c. Wi-Fi will need to be discussed with the city. Currently not good
- d. Lending library – anything that help them learn and play
 - i. Sewing machines
 - ii. Drones
 - iii. Laptops
 - iv. Hotspots
 - v. Tools
 - vi. Cake pans - current
 - vii. Knitting kits- current
 - viii. Adventure to go kits- current
- e. 30 days after item is due they are charged for the item, they have 60 days total to pay for the item
- f. Do we need security gates? Maybe not
- g. Checking in /out is not automated right now. Book drops currently

8. Maker Movement

- a. Community members are the experts and may lead classes
- b. "Repair Cafes" - Space is open to community to get things fixed, community led (operates like a Bike Co-Op) Librarians are experts on Information mining, not creating content.

- i. Incubator open space workshop - every month a different community expert is in "residence"
 - ii. You have space to do your own work, but also provide programming for the Library
 - c. Community Members are the experts- give them a tool to grow big ideas
 - i. Kitting Group
 - ii. Magic the Gathering (Card Game) community Hosting
 - d. Learning about new aspects that may have been invisible before.
 - e. Incubator – open space workshop, monthly changes for community expert. Community member in residence
 - f. The invisible community members coming together to share experiences and make it visible to others
- 9. Noise
 - a. Noise – active learning environment, need to address this and maybe have zones
 - b. Austin public library – 5 stories, does a good job of open space but also provide quiet space
 - c. How do we service the people that walk in and want quiet space and are confronted by noisy lobby space?
- 10. Authenticity of the Community
 - a. Library is not arrogant to know exactly what they want
 - b. Library does not presume to know what the needs of the community will be.
 - c. Flexibility to make the room larger or smaller
- 11. Activists and Change Makers- The Library as Civic Connectors
 - a. Suffolk Library has become a Hub for grassroots change; a place to bring people together who have different ideas and expose to new things
 - b. Non- profit incubator - not just for information
 - c. Connecting organization for common cause
 - d. Volunteer Hub
 - e. "Engage Suffolk" Expose people to different ideas, Public Forum
 - f. Libraries as an agent for Change and Civic Connector
- 12. Outreach program is considered the 4th branch of existing system
 - . Library -to -Go Vehicle "Book Mobile"

- i. Create a library experience when visiting spaces and neighborhoods
- ii. Low- Income Housing, Retirement Communities, Businesses, Neighborhood Centers
- iii. Regular Schedule- Monthly; 30 sites a month.
- a. Pop- Up Libraries
 - i. Large Community Events
 - ii. Schools
- b. Offsite Programming
 - i. Pre-Schools/ Day Cares - 16 visits
 - ii. Public and Private Schools
 - iii. Public Programming in the Parks
 - iv. Adventure Book Club- meeting at different spaces each month.
 - v. Local Businesses- want to be visible- Pub Trivia, Darrel's 80s Trivia - programs for Young Adults; Family Feud Gaming at the Brewery
 - vi. Unique to Suffolk- providing experiences outside of the Library and connection to the Community care
 - vii. Great Peanut Race- going around town to expose to new places
 - viii. Accessibility for new experiences; "try it out" - one time Zumba Class instead of registering at Parcs and Recs. Yoga going on right now, but will be changing all of the time.

13. Food in the Library

- a. Vending Machines
- b. Staff would like to do more programming with food
- c. Cake wars, etc.
- d. General- Homeless population is not an issue; the Library doesn't restrict what can be brought in

III. SPL Listening Session Part 2: Client Needs

- 1. Downtown - The Library is part of the Neighborhood, acting as a branch library in this way.
- 2. Morning
 - a. Care Givers with Children- story times on T+ W 1 Care Giver w/ 1-3 kids. Interaction with other parents and other kids; play opportunities. 12 children per story time; w/ Adults interacting 20-30 people. Anticipate growth in the new Building. North Suffolk has more space to support more kids. - Opportunity for engaging play.

- b. Weekday mornings busy with stay at home moms (Military Families)
 - c. No other play areas in downtown
 - d. Regulars who "have their spot"
 - e. Heavy Computer Use in the mornings; Lunch is the slowest time.
 - f. Single Males coming in to use the computer- social media, employment assistance, education, email.
 - g. Adult Care Groups- Use the Space as a group, or individually. Councilor meetings at a table, computer, reading in quiet space.
 - h. Study Carrols along the wall - always being used.
 - i. Printers are heavily used.
2. Afternoon
- a. Kids and Teens (middle schoolers) come unaccompanied- walk and bike. Behavioral Issues with Teens in particular. Teens are loud and rambunctious; clash with other library goers. They come in groups of 15-20. They want to be separate, out of line of sight. The current comfortable seating in "Teen Area" gets taken over by Adults. Keeping kids quiet is not possible.
 - b. No rec center, no community center in this area of downtown.
 - c. Need: Bike Racks
3. Evening
- a. Older Kids- checking out HW material
 - b. Families
 - c. Tutors and Clients- Literacy Council may be tutoring adults
 - d. Job Seekers, access to computers and Wi-Fi
 - e. Working Adults- accomplishing tasks very quickly, to get something done (returning a book, checking out a book, printing "quick print", Holds/Drop offs). Convenience drive-through- drop-off
4. Saturday
- a. Busy for families
 - b. Senior use – this will probably grow, but it is difficult to get seniors transportation to the library
5. Community in East Suffolk/1.5 miles away – Cypress Park area, not walkable but transportation and timing are issues. This community is close to downtown but not really part of downtown. There is a lot of needs there.
6. Working singles – entice with technology, what will draw them to the library?

7. Entrepreneurs – What can we provide for them that will help support their needs? Have meetings there, facilitate tech startups, we-work, shared workspace, we provide the technology that matches their tech.
8. Front Door and Back Door – local downtown neighborhood have needs that need to be addressed. Draw from around the city and other cities, but don't forget the local neighbors.

IV. SPL Listening Session Part 3: Staff Needs

1. Community First
2. Designated Staff Space separate from Public Space
3. Culture of Collaboration - Team based approach
 - a. 47 positions - everyone has a "Home Base" but all are expected to pick up and do things at a different branch. Systematic approach to needs on every day.
 - i. 16 full, 9 part time right now. This will increase with the new building.
 - b. Staff is mobile, and work at all 3 locations - tablets, phones, laptops. Cubicle model doesn't work.
 - i. Hoteling and mobile technology
 - ii. Everyone learns and works differently; noise may be a problem for some people.
 - c. Executive team meets monthly. Requires a separate space away from Public for these meetings.
 - d. Closed door offices- 6 people total. All closed door offices to be Glass.
 - e. Nearly all full time staff have designated Desk - but for 30% it is unnecessary; hoteling would work. Staff need to be able to make spaces their own.
 - i. Meeting spaces to be glass enclosed also.

1. See Staff Diagram for Space Needs

2. Learning Spaces

- a. Conference Room and Virtual Learning for Staff Training and Development - projection;
- b. Ad-hoc learning space in addition to formal conference room with ease of use.
- c. Immediate Access for technology- integrated connection
- d. Staff need to have time to play with the new technology, learn for new programming.
- e. Incubation lab- same space?

3. Incubation Lab

- a. Allow for staff to work on collaborative projects

- b. White board walls
 - c. "Project rooms"
 - i. Storage lockers "Project A, Project B, Project C"
 - ii. Smart Boards
 - iii. White Boards
 - d. Outdoor working environment
 - e. Visual Thinkers/Makers
0. Public Service
- a. Furniture and Fixtures that can be drug around w/ Technology
 - b. De-centralized
0. Outreach - space needs- will be a need for a long time due to size of Suffolk, anticipate growing.
- a. Storage -specific for outreach materials. All staff does outreach so all need access to it.
Shelving of Books and Materials
 - b. Rotating collection for "Library to Go Materials" appeal to multiple populations
 - c. Loading/Staging
 - d. Process and Prep
 - e. Carting for Technology
 - f. Protecting From elements - Garage
 - g. Ability to Grow?
 - i. Do not have the ability to buy more equipment right now.
 - ii. Assistive technology for adults with disabilities
0. Friends/Donation - book Sale; space for processing donations but not storing.
1. Tech Services is outsourced - a little bit of back of house storage- needs to be flexible and mobile, not fixed.
- V. Specific Programming Goals: Notes
1. Newman Architects presented 3 "Case Study Projects"
- a. Delaware New Castle Library (Perkins and Will, New Castle, DE)
 - b. Ridgefield Library (Newman Architects, Ridgefield, CT)
 - c. Henrico County Varina Area Library (BCWH+Tappe, Henrico, VA)

2. The group continued programming discussion through a Q+ A format on a topic- by topic basis, using NA's "Laundry List" Slideshow to generate discussion about spaces.
3. 24/7 Space -Vestibule space that can be utilized by the community when the Library is closed, or when no staff are present.
 - a. Book Drop
 - b. Meeting Space
 - c. Seating (tables, bench, comfortable seating)
 - d. Vending Machines (2)
 - e. 2 sequential levels of separation, one of which can be closed off and accessed by lock code. Users would then need to reserve this space for access.
 - f. Up to 8-10 people might use this space at any given time.
4. Exterior Book Drop/Pick-Up
 - a. Amazon style lockers are needed facing the street (9-12); these should be covered but not part of the building. Potentially part of the book drop off/return Drive up location.
 - b. Drive-up book drop to be automated, not manned. Discussion about AMH systems and the amount of space that they take up.
 - c. JH suggested that although the conveyor belt system is automated, it does not necessarily change overall staffing needs.
5. Entry/Help Desk
 - a. Small staff desk for assigning Library Cards. SPL anticipates that while this will be staffed at the beginning, eventually this will be an automated system.
 - b. Include area for welcome, information kiosk (digital), self-directing.
 - c. Bank of self- checkout stands; 3-4 stations.
 - d. Self-Serve Holds Area - pick-up area displayed near entry.
 - e. Book Drop/Return area needed in interior entry space
6. Book Collection Areas
 - a. 100,000 Volumes to be accounted for
 - b. Adult collections should be centralized to provide visibility to teen and children's areas.
 - c. All Book Shelving to be mobile (on casters) and at a low height
 - d. SPL does not have a Reference Section.
 - e. High interest area to include Magazines, Newspapers, New Books, located near entry. To include soft seating and a mix of seating types.

- i. Browsable "New Books Section" to mimic retailing and to be separate from the main collections. Books stay here for the first 6 months.
 - ii. Magazines/Newspaper readers like to be in an active and social space (away from quiet spaces).
 - f. Non-Print
 - i. No DVD collection (all movies are downloadable only)
 - ii. Audio Book Collection is the only digital media housed in the Library
 - iii. All Music is digital only
 - iv. Incorporate "listening stations" or "streaming stations" within study carols or individualized spaces for people to access the online databases. "Movie Pods" was discussed.
 - v. Listening/Viewing stations for demonstration purposes would be helpful w/ integrated technology. Requires visibility, possibly the form of a digital Kiosk?
 - g. Database search computer area to be located near entry
 - h. Types of seating to include comfortable arm chairs, desks w/ tables, all furniture to have technology incorporated (outlets, data, etc.).
 - i. Special Collections
 - i. The Library lends collections including Cake Pans, Activity/Adventure Kits, Wi-Fi Hot Spots, Etc. SPL Anticipates growing this area in the future.
- 7. Children's Areas
 - a. Children's collection to be integrated into play area.
 - i. Dedicated Play including toys, games, engaging and dynamic play.
 - ii. SPL noted that Roanoke Library incorporated a slide.
 - iii. A sense of wonder should be created in all spaces, not just where the kids are located.
 - iv. The children's museum in Portsmouth was referenced.
 - v. Embrace physical play such as climbing instead of trying to prohibit it
 - vi. Play should be incorporated for kids of all age groups.
 - b. Children's area broken down into two categories: 0-6; 6-12. Spaces should have glass doors and walls, separated from the remainder of the library. Spaces should also be adjacent with "visual links" so that children can visually see older kids, and experience a progression of age appropriate materials.
 - c. Gaming Booths for the 6-12 age range (flat set-up to allow for better visibility and orientation than study booths)
 - d. Stroller Parking

- e. Include a quick print station adjacent to Children's area
8. Teen Area
- a. Teen's collection to be integrated into Teen Area
 - b. Teen Area should be located away from the Children's area; glass walls with doors surrounding the Teen area.
 - c. Small Group study spaces designated to Teens.
 - d. Gaming Booths (flat set-up to allow for better visibility and orientation than study booths)
9. Café
- a. Cafes in Libraries are generally not used well
 - b. Would work better if it were a well-known commercial output, however, the Library does not want to run it.
 - c. JH suggests the building provide a site for development of a coffee shop.
 - d. The Library prefers consideration of a coffee cart on site.
 - e. Discussion about whether a local coffee company would sponsor a coffee shop or implementation in the Library (Peets, Green Mountain?)
10. Kitchen
- a. A warming kitchen is needed to support the large events space (public rental space)
 - b. The Teaching Kitchen at Henrico County includes a mobile wall between the demo kitchen and a general meeting room (50 person meeting space)
 - c. Food programming can happen in a flexible classroom - full demo kitchen not necessary.
11. Small Group Spaces
- a. Pods allow people to make spaces their own; Pods work well for people with disabilities.
 - b. A full quiet room would not be well used, however, small study spaces are more desirable. This will serve individual meetings, distance learners, individual study, group study, etc.
 - c. A small gathering space with Video Conferencing capabilities is needed.
 - d. Open small gathering spaces (banquette, Furniture) style available for walk-up, not requiring a reservation.
 - e. IPad system for reserving rooms.
 - f. Currently at The Morgan Memorial Library, at least 6 small groups may be ongoing at any given time. A couple of these spaces should be dedicated to Teens.
12. Medium Group Spaces (8-10)

- a. Reserved ahead of time; need 3-4.
- b. Specialty room for Business/Incubator
- c. Specialty room for 24/7 access.

13. Large Meeting Space

- a. Grand Stair/Amphitheater 'Learning Stairs' considered not comfortable and not well used by Library patrons. Would prefer to see this kind of development outside in the plaza.
- b. Space for large public events, up to 150 people
 - i. Dividable into three smaller "large" meeting rooms.
- c. Black Box Theater was explained. The group discussed an interest in the flexibility provided, but the idea of incorporating a theater is low priority.
- d. A space for music classes should be incorporated; this can be in a flexible large meeting space.

14. Historic Collection/ Local History and Genealogy

- a. Oral History recording space was discussed. A dedicated space for recording, incorporating appropriate sound and isolation conditions is preferred. Space to support Oral History recording, recording for the blind, Podcast creation, etc.
- b. Requires Display Space, curated by the Library. This can be located adjacent, or within the Historic Collections area, or anywhere within the Building.
- c. The Historical Society in Suffolk typically will take Artifacts, however they have very little storage.
- d. Room will require temperature and humidity control.
- e. Archive space to include 3-D Scanner, Book Scanner, Digital Kiosks for Public to explore the collection.
- f. Focus on the User Experience of preserving history.
- g. Ability for individuals to scan personal documents, need a working space.
- h. JH suggested that Archive spaces would typically include a work room, dedicated office for staff member, a sub-lobby with lockers so that patrons can store their belongings prior to entering the controlled environment, significant storage for archive materials, storage for matting and curatorial work room.
- i. A group discussion was had regarding the priority of the Space. An idea was shared to designate the vision of the space as a "Digital Archive Lab" allowing for digitization of materials in a controlled environment.
 - i. Incorporate minimal storage
 - ii. Display

- iii. Audio Recording
- iv. Work Room/Lab for digitization equipment.

15. Creative Spaces

- a. SPL shared that there is an ongoing survey being conducted with ODU regarding Maker Spaces. The public is being surveyed to determine what kind of maker spaces would best serve the community.
 - i. Flexible/Mobile Maker Spaces are currently being studied
- b. To signal it is a priority for the Library, SPL prefers the Maker Spaces to be permanent and on-display all of the time. A double height space is preferred, with digital labs looking down into the primary maker space.
- c. SPL does not prefer the "clean" look of classroom environment maker-spaces and prefers the ability for the maker space to operate more like a workshop (industrial, safe space).
- d. A Room with the capability to be divided into two rooms is preferred.
- e. Space to potentially include: WD Working, Vinyl Cutting, Textiles, Sewing, Laser Engravers, 3-D Printers.
- f. SPL's priority is that the maker space is available to all demographics, not just to Teens. Foster mentorship opportunities between patrons.

16. Art Gallery/Curatorial Opportunity

- a. Provide a creative place for the art community to plug-in.
- b. A conversation was had about incorporating a gallery for local artists. It was decided not to make this a designated place, but to incorporate throughout.
- c. "Innovation" or "ideas" flexible space for a "citizen in residence" program was discussed.

17. Digital Labs + Technology

- a. Signage will be important to help people know where to go, what's available
- b. Workforce program is not currently being discussed by library staff
- c. Multiple Digital media/software labs - potential to combine with the maker space?
 - i. Tech integrated room with capability for Desktops, although some discussion was had about using Laptops only in the future
 - ii. Video Conferencing capabilities
 - iii. Sound Isolation

- d. No Designated "computer Labs". All tech will eventually be mobile (laptops, etc). Although there are no dedicated computer labs, there should be dedicated computer space, where computers can be located.
- e. Print/Business Station with dedicated computers tied to printers. This may become a flexible space in the future when printers are automated and self-serving without requiring a PC connection.
 - i. SPL prefers Grab and Go Business Center Stations dispersed throughout the library instead of centralized.
 - ii. One of these Grab and Go print stations should be in the 24/7 Vestibule.
- f. Technology Integration
 - i. Digital "checkout" kiosks can be intimidating, prefer a manned tech -cart now. Single service point w/ mobile storage.
 - ii. Tech-to-go carts w/ integrated storage.
 - iii. Technology integration in all rooms w/ a "base package"
 - iv. All Furniture to have tech integrated
- g. Gaming for Adults requires stronger computers- 8-10 Medium sized room can work for "Gaming Lab"
- h. VR requirements were discussed requiring PC components.

18. Staff Areas

- a. Staff Lounge - microwave, ref, dw. space for 8-10 to sit apart from open work space.

19. Outdoor Spaces

- a. Small Outdoor Amphitheater
 - i. Outdoor story Time
 - ii. Public Events
 - iii. Music
- b. Play Structure. SPL noted that there is not a designated play structure for children in the downtown area.
- c. "Pet Park" or Garden that is pet friendly
- d. Bike Racks and/or Bike Storage- SPL indicated that they have problems with secure storage; Kids do not often have bike locks. The Library is looking into providing them.
- e. Bike Repair station

20. Architectural Goals:

- a. Prefer ability to Dim/Adjust lighting

- b. Incorporate Play throughout the building
 - i. Dedicating materials to play
 - ii. Designated space
 - iii. Slide from one floor to below
 - iv. Children's museum type space
 - v. Creating an experience – tunnels and windows around the library to see in stacks or window to staff space
 - vi. Facilitate climbing in safe way
 - vii. Discover thru play not just 1-5 ages, but elementary also
 - viii. Exterior play structure outside, or climbable structure
- c. Focus on Transparency
- d. Dispersed help kiosks instead of traditional desks
- e. Technology "future Proofing" the building with built in flexibility for data/IT infrastructure
- f. All Book Shelving to be mobile (on casters) and at a low height

VI. Day 2: Programming Notes Continued

1. AD and JH reviewed the SPL's trends and visioning goals
2. AD and JH led the group through a review of the previous day's programming efforts through a listing of program spaces based on SPL input.
3. SPL goal is to reach out to as many communities in Suffolk as possible. Big outreach effort
4. About 60 times/month there is outreach programs going on
 - a. Need to provide spaces and support for this outreach
 - b. Storage
5. What spaces are 24/7? What spaces are after hours?
 - a. Printing things out any time of day
 - b. Quick print station
 - c. Probably not public use computers in afterhours area, but this can be explored
6. Maybe access code for after hour meeting room and access code for bathrooms, so it can be used after hours without staff present
7. Memory Lab/Local History is probably the same space
8. Printing must be by front door. Quick print stations throughout.
9. Meeting spaces – have both open and closed small study rooms (1-4 people)
10. Book mobile – attached garage space

- a. Interior garage space that is climate controlled would protect the library materials in the book mobile
 - b. 24' long book mobile
 - c. Adjacent climate-controlled storage
 - d. Prep area nearby
 - e. Enough space adjacent for loading, etc.
11. Small space for tech services – not full office, more of a workroom area. Open area
 12. Staff offices, 6 walled offices, 16 FT staff should have designated workstation, PT staff can have shared workstation. Need to plan for growth with new building and future
 13. Staff growth need is in programmers
 14. Staff lounge – access to outside for eating, ability to be bigger for potluck, shared space with workroom/counter
 15. Staff incubator room – 1 larger one, could be subdivided, 2 tech stations (conf meetings)
 16. Staff meeting room – SPL will consider whether this is a shared space or dedicated space
 17. Elec car charging station, motorcycle parking
 18. Building in the Central Business District must front W Washington St. Must have certain frontage on Washington or must have a public plaza. Review standards
 19. Outdoor space will also need electrical/comm
 20. When we review the existing building, we need to make sure we apply the same program for the new building for comparison.

VII. Morgan Memorial Library Tour

1. 350 people/day attendance, 5600/year (2016) in programs attendance
2. Entry Area:
 - a. Cart storage needed near entry
 - b. Need for creative display areas near front entry
 - i. Special displays, seasonal
 - ii. Murals
 - c. Public information/City Information area needed at Vestibule
 - d. Special collections- would like patrons to be able to browse this area
 - e. Recycle of special materials including batteries, magazines, print cartridges, etc.
 - f. Magazine Exchange
3. No microfilm in future, this will be digitized
4. Kids + Family office w/ 3 desks - although supervision is not directly needed.
 - a. SPL prefers all staff to be co-located in lieu of offices adjacent to specific program areas
 - b. Parent resource area located within the Children's station

- c. It was discussed that a dedicated Youth and Family program room is needed with Sinks, refrigerator, dishwasher.
5. Currently all offices are workstations with LOTS of storage
6. There are a lot of supplies for specific events (example: 4th of July Party) stored in this office. General staging and storage is needed for Library Events as well as general Library operations and outreach.
 - a. Storage also needed for adult programming
 - b. Storage for giveaways
7. Outreach storage
 - a. Pop-up Library bins
 - b. Carts for "Library To Go"
 - c. Library to Go Van is an E-450
8. Deliveries – twice daily
 - a. Sometimes big items
 - b. Corridor needs to keep clear
 - c. Delivery doorbell, maybe camera with remote unlocking
9. Staff Areas
 - a. Trash and Recycle Space is needed
 - b. Deliveries happen at the back door; staff work area needs to be located to receive deliveries
 - c. Mail area
 - d. Printer/Copier
 - e. Large Donations
 - f. Friends outgoing
 - g. Mobile carts in staff area are used for incoming collections
 - h. Staff "tech" areas include large shelving with charging stations - Large industrial storage needed for technology; also, flat working space for unpacking computers in an open work environment.
10. (6) Offices – use city standards, (1) Director, (1) Asst Dir, (4) Managers
11. Dedicated parking spaces for library vehicles, (3) fleet vans (cargo/passenger), (1) Book mobile
12. Exist Bldg. may not meet ADA with the ramp (too steep). Backdoor for ADA entry to the Meeting room is off service area
13. Parking is currently not adequate, some park in City Hall
 - a. Concern about providing enough parking
 - b. Storytime 10-12 cars

- c. 15-20 cars for staff at any given time
- d. Typ Patron parking – per code

VIII. Day 2: Afternoon Programming Session Cont.

1. NA reviewed the preliminary Library Programming Data Spreadsheet
2. SPL confirmed the Book Collection is anticipated to grow by 30,000 volumes. Newman updated this within the program data spreadsheet. 30K Growth to be divided into Children's collections and adult's collections.
3. NA noted that mobile shelving units can likely only be 3 shelves tall. Through incorporating all mobile shelving and wider "retail" environment aisles, the overall SF allocated to each volume is greatly increased (by a factor of 2 from traditional shelving). It was conveyed to SPL that when the overall SF of the project is reviewed, priority will have to be assigned to certain spaces and they may want to reconsider a complete allocation of all volumes to mobile shelving.
4. Exterior drop off (do not use drive-thru term because the code requires 6 queuing spaces). This can have a canopy
5. Loading and unloading tractor trailer space – no turning radius, just need to show where it can park to unload and load.
6. In library carts for carrying books, may consider cart return in parking lot or outside
 - a. Popular with patrons
 - b. Try to find a different solution
7. They will have an opening day budget for new collections
8. A discussion was had regarding the project budget. More information from the City of Suffolk is needed to evaluate the program on a cost per square footage basis.
9. Conversation was had regarding planning for community meetings on June 11th and 12th.

NEXT STEPS:

1. Newman Architects + WTS to collect and distribute Meeting Notes from 2-day charrette for City of Suffolk and Suffolk Public Library's Review.
2. Suffolk Public Library to provide further information on programming schedule system including number of participants.
3. Suffolk Public Library to provide further information and outcomes of Maker Space study being conducted with ODU.
4. Design team to coordinate Community Meeting goals and preparation requirements with Suffolk Public Library and the City of Suffolk.

MEETING MINUTES

Meeting location	Meeting Date	Distribution Date
Suffolk City Hall	06/25/18 and 06/16/18	06/29/18
Purpose of meeting	Writer	
Downtown Library Study: SPL Charrette	Amy Daniels adaniels@newmanarchitects.com	

Name Company/ Campus Role/ Affiliation
Newman Architects will look to WTS to complete based on sign-in sheet captured during the meeting.

Distribution
Amy Daniels, Joe Huether, Maureen McElfresh, Bill Schwegler, Steven Orlansky, Richard Munday

The following is believed to be an accurate representation of discussions during this meeting.

NOTES:

1. City of Suffolk Vision + Introductions
 1. BS explained the background of previous process completed for the new downtown Library including previous WTS study and current Downtown Master Plan.
 - a. Parking Criteria as laid out by City Zoning requirements does not have to be met.
 - b. Recommends pushing the building to the street to activate the street front
 - c. Design team will look to the city for confirmation of how much space shall be allocated and saved on the site for future development.
 2. MM noted that although Lee and South street are shown in their current configurations, the plan as to how they will be developed is not a given and is open to being changed.
 3. AD and JH provided an overview of the programming process and outlined the goals for the two-day meeting series.
 4. SM shared that there is a project budget outlined in the CIP. At a certain point the project program will need to be rectified with the Project Budget.
 5. JH questioned if there are any off-site, yet downtown, facilities that the Library makes use of.
 6. Library Goals:
 - a. Flexibility is important
 - b. ST: Everything we can do inside the library we can do outside
 - c. Downtown library building is a launching pad for what SPL can do throughout the city
 7. City Hall building has created light at night and helped the area in the evenings, even when it's not open.

II. SPL Listening Session Part 1: Trends and Visioning

1. Library as a place to grow Technology Trailblazers

- a. Thinking about the building 20-30 years from now; as Books change, how do libraries adapt?
- b. In Suffolk there aren't community tech space. Library has become that. Access, discover and touch new technology.
- c. A place where people can access and touch new technology - discover something new, be introduced to what is new
- d. There will always be a digital divide
 - i. Skills for both older and younger people
 - ii. Not everyone has connectivity
- e. Suffolk approaches computer classes differently - computer classes weren't working well
- f. Individual instruction allows them to address the specific needs of individuals. SPL's philosophy includes "Meeting people where they are".
 - i. Focus is on hands on instruction versus class instructions; meeting individual needs (E-Book download, setting up email, downloading documents, Word, Excel, write a resume)
 - ii. Children's tech classes still exist – coding, circuits robotics, what kids what to explore
- g. Provide lendable technology - laptops, tablets. Looking to expand in the future. SPL questions what will technology look like in 2022 when the new Library opens?
- h. "Discovery" appointment- schedule online; usually about 1 hour. Would like to provide virtual assistance/presence as well. Especially an issue in Suffolk due to size and transportation issues. Large rural presence, connectivity is difficult. Discovery appointments occur at touch down spaces- not necessarily dedicated space. Flexible furniture and spaces.
- i. SPL is currently Lending technology only within the building; hope to allow it to go outside of the building. Currently lending hot spots outside of the building. 70+ people on the waitlist for this service
- j. Staff are "Generalists"
- k. Developing tech competencies with everyone - most staff can answer basic tech questions.
- l. NO desktops- moving away from computer lapa. Still need spaces for people to sit with a lendable device.
 - i. Maybe when the building is opened; some desktops would be needed but ultimately, they would be phased out.
- m. SPL Internet connection is through Charter
- n. They have reduced the physical book collections, but it's not going away.

- o. Some research books aren't kept in library but can be borrowed from other libraries in the country.
- p. Community meetings, experiential classes will bring people into the building, not necessarily the physical books
- q. We are a learning hub and books aren't the only way people learn.
- r. How does the library help grow the next tech startups and the next programmers, of the future?
 - i. Are large companies recruiting from within Suffolk for technology needs?
 - ii. Goals: to host hack-a-thon.
 - iii. Learning new skills and developing apps, programming etc.
 - iv. JH: is there a workshop for Business Communities to understand what their needs are?

2. Partnership with ODU for Maker Spaces; Flipped Learning: The Library as an Experience Exploration Center

- a. Surveyed the community over the last 2 weeks, beginning focus groups
- b. Surveying the small groups community - not great feedback; seeking a new way to reach out to them.
 - i. Skills set?
 - ii. What technology to provide training on?
 - iii. Opportunity for learning and advancement
- c. Department of Economic Development + Chamber of Commerce- Library to reach out to.
- d. Students are not getting exposure to coding/robotics in school.
 - i. There is a tech school- Pruden Center for Vocational Training (vehicle, mechanics, cosmetology, child care)
 - ii. The library was teaching coding in the schools "Project Lead the Way" - not sustainable for the future. - Suffolk Public Schools. Partnering over the last 2 years to find the gaps and fill them.
- e. Primarily Coding and 3-d printing programs for children's and teens
 - i. People are asking for services for adults as well.
- f. "Techapalooza" – SPL event held this past Saturday, 100 people attended. When something like this occurs, they use the entire space, and anyone wants to use quiet spaces they're not able to. The north Suffolk library doesn't have good meeting space.
- g. All Ages are interested in Maker Spaces including: Robotics, Virtual Reality, Drones, etc.
 - i. The library has a couple of 3d printers, 2 drones, 2 VR sets
 - ii. Do not have a way to design and 3-D print at the Library yet.
 - iii. **Goal: Experience, Explore, Engage- Experiential Learning**

3. North Suffolk Library

- a. Hosts large events

- b. People from Downtown area have transportation issues and can't get to North Suffolk Library.
- c. Downtown is centrally located.

4. Books

- a. Is there consideration for remote books? Not currently.
- b. Book collections have been reduced in the last couple of years.
- c. Balance for browsers versus people who are looking for something along.
- d. Do not have a "niche" research library section/refer patron to academic libraries.
 - i. Need more robust digital collection of the research components.
- e. Keep in house: highly popular, high interest
- f. SPL: In the Future, people will not be using the library as much for traditional book purposes; like traditional libraries of the past.
- g. What we are doing in the next 3-4 years needs to be flexible enough for the next 20-30 years.
- h. **Philosophy: "Learning Hub". Books are not the only way that people learn; the space should reflect that**

5. Library as the new Town Space – where people come together- Program identification:

- a. Town square for inside and outside space; Programs held at The Morgan Memorial Library:
 - i. July 4 picnic, 300 people held at Morgan Library. Held in the Parking Lot
 - ii. Story times outside; families sit on green area.
 - iii. Community garden
 - iv. Mess hall program – summer feeding program. USDA fed funded program. During summer kids don't get the free meals like they do at school. Anyone 18 and under can come in for free lunch. Doing programing at the same time to entice them to use the library
 - v. Green space for festival, harvest fest, family game day, area for play
 - vi. Spray paint art
 - vii. Art show
 - viii. Carnival
- b. There are often 3 programs happening at the same time, competing for space.
 - i. Teen Program would want to use Meeting Room (Gaming Equipment)
 - ii. Library -To GO can happen outside and connect to gaming - would be happening in the parking lot
 - iii. Meeting Room - Speaker Series with local historian
 - iv. Downstairs- Suffolk Rocks Painting/Hands on activity in the Lobby "Messy activities" currently happening in the Lobby
 - v. You capture a lot of people that you wouldn't otherwise because of visibility of

- what is going on.
- vi. Create welcoming area where programs are on display for the Library.
- vii. Glass wall separation would be nice
- c. Outdoor Festivals, Solar Eclipse, Game Days, Outdoor Green Space at Chucautuck
 - i. No outdoor green space dedicated to play
- d. Spray Paint, Art, Carnival, Car Show- happening in the parking lot.
- e. SPL to provide list of events to architects, inside/outside. Jennifer can pull the schedule together of events
 - i. What programs would be best occurring downtown
 - ii. How many normally attend events
- f. Programming spaces should be visible to pull people into the program that may walk b
- g. Community Survey- several years ago
 - 1. People don't feel connected to their community, people don't feel that they know their neighbors.
 - 2. Library trying to fill in the gaps for Large Events - Every Saturday in the summer.
 - 3. SM: Public Outdoor open space with a Library being the main component.

6. Moving towards a 24/7 Access Model "Fast Casual Trend"

- a. Thinking about flexibility to meet people's needs. Not just during the normal operating hours
- b. Content available online, not many libraries are doing a great job with online content. But museums, Smithsonian, library of congress may do a good job
 - i. Libraries are constrained by the systems they currently have. Rely on what library vendors are providing
 - ii. Don't have app and don't have anyone to make one
 - iii. They do try to curate online content (Pinterest) "Hey this is what you can do this week"
- c. Current Service Model:
 - i. Not a bid service desk – decentralized service. But customers need to know where they can go for help
 - ii. Service Pods – meeting customers on the floor, want to be inviting but not intimidating
 - iii. Roving staff with mobile desk with ASK ME on it
- d. Moving towards automating Transactions
 - i. Do not currently have self- check
 - ii. Put people resources into the things that need people, not things that can be automated.
 - iii. Future- Amazon pilot stores; moving towards a transaction-less Library. We aren't there right now, but in the future we will be there - we need to plan for that.

- iv. Augmented technology will automate the "welcome zone" in the future.
- e. Part of the Library is open when no one is there; Libraries are staffed 24/7 when people aren't there.
 - i. Book Return
 - ii. Wi-Fi Access- people currently sit in parking lot to use Wi-Fi
 - iii. Meeting Room
 - iv. Designated Spaces that are open
 - v. Access via code? Full and open?
 - vi. Communities that work multiple shifts

7. Services

- a. Automated transaction – they currently don't have it but would like it. This helps eliminate the staff
- b. Amazon auto check out – walk in grab what you need and walk out
- c. WiFi will need to be discussed with the city. Currently not good
- d. Lending library – anything that help them learn and play
 - i. Sewing machines
 - ii. Drones
 - iii. Laptops
 - iv. Hotspots
 - v. Tools
 - vi. Cake pans - current
 - vii. Knitting kits- current
 - viii. Adventure to go kits- current
- e. 30 days after item is due they are charged for the item, they have 60 days total to pay for the item
- f. Do we need security gates? Maybe not
- g. Checking in /out is not automated right now. Book drops currently

8. Maker Movement

- a. Community members are the experts and may lead classes
- b. "Repair Cafes" - Space is open to community to get things fixed, community led (operates like a Bike Co-Op) Librarians are experts on Information mining, not creating content.
 - i. Incubator open space workshop - every month a different community expert is in "residence"
 - ii. You have space to do your own work, but also provide programming for the Library
- c. Community Members are the experts- give them a tool to grow big ideas
 - i. Kitting Group

- ii. Magic the Gathering (Card Game) community Hosting
- d. Learning about new aspects that may have been invisible before.
- e. Incubator – open space workshop, monthly changes for community expert. Community member in residence
- f. The invisible community members coming together to share experiences and make it visible to others

9. Noise

- a. Noise – active learning environment, need to address this and maybe have zones
- b. Austin public library – 5 stories, does a good job of open space but also provide quiet space
- c. How do we service the people that walk in and want quiet space and are confronted by noisy lobby space?

10. Authenticity of the Community

- a. Library is not arrogant to know exactly what they want
- b. Library does not presume to know what the needs of the community will be.
- c. Flexibility to make the room larger or smaller

11. Activists and Change Makers- The Library as Civic Connectors

- a. Suffolk Library has become a Hub for grassroots change; a place to bring people together who have different ideas and expose to new things
- b. Non- profit incubator - not just for information
- c. Connecting organization for common cause
- d. Volunteer Hub
- e. "Engage Suffolk" Expose people to different ideas, Public Forum
- f. Libraries as an agent for Change and Civic Connector

12. Outreach program is considered the 4th branch of existing system

- a. Library -to -Go Vehicle "Book Mobile"
 - i. Create a library experience when visiting spaces and neighborhoods
 - ii. Low- Income Housing, Retirement Communities, Businesses, Neighborhood Centers
 - iii. Regular Schedule- Monthly; 30 sites a month.
- b. Pop- Up Libraries
 - i. Large Community Events
 - ii. Schools
- c. Offsite Programming
 - i. Pre-Schools/ Day Cares - 16 visits
 - ii. Public and Private Schools

- iii. Public Programming in the Parks
- iv. Adventure Book Club- meeting at different spaces each month.
- v. Local Businesses- want to be visible- Pub Trivia, Darrel's 80s Trivia - programs for Young Adults; Family Feud Gaming at the Brewery
- vi. Unique to Suffolk- providing experiences outside of the Library and connection to the Community
- vii. Great Peanut Race- going around town to expose to new places
- viii. Accessibility for new experiences; "try it out" - one time Zumba Class instead of registering at Parcs and Recs. Yoga going on right now, but will be changing all of the time.

13. Food in the Library

- a. Vending Machines
- b. Staff would like to do more programming with food
- c. Cake wars, etc.
- d. General- Homeless population is not an issue; the Library doesn't restrict what can be brought in

Part III cont. next page

III. SPL Listening Session Part 2: Client Needs

1. Downtown- The Library is part of the Neighborhood, acting as a branch library in this way.
2. **Morning**
 - d. Care Givers with Children- story times on T+ W 1 Care Giver w/ 1-3 kids. Interaction with other parents and other kids; play opportunities. 12 children per story time; w/ Adults interacting 20-30 people. Anticipate growth in the new Building. North Suffolk has more space to support more kids. - Opportunity for engaging play.
 - e. Weekday mornings busy with stay at home moms (Military Families)
 - f. No other play areas in downtown
 - g. Regulars who "have their spot"
 - h. Heavy Computer Use in the mornings; Lunch is the slowest time.
 - i. Single Males coming in to use the computer- social media, employment assistance, education, email.
 - j. Adult Care Groups- Use the Space as a group, or individually. Councilor meetings at a table, computer, reading in quiet space.
 - k. Study Carrols along the wall - always being used.
 - l. Printers are heavily used.
2. **Afternoon**
 - a. Kids and Teens (middle schoolers) come unaccompanied- walk and bike. Behavioral Issues with Teens in particular. Teens are loud and rambunctious; clash with other library goers. They come in groups of 15-20. They want to be separate, out of line of sight. The current comfortable seating in "Teen Area" gets taken over by Adults. Keeping kids quiet is not possible.
 - b. No rec center, no community center in this area of downtown.
 - c. Need: Bike Racks
3. **Evening**
 - a. Older Kids- checking out HW material
 - b. Families
 - c. Tutors and Clients- Literacy Council may be tutoring adults
 - d. Job Seekers, access to computers and Wi-Fi
 - e. Working Adults- accomplishing tasks very quickly, to get something done (returning a book, checking out a book, printing "quick print", Holds/Drop offs). Convenience drive-through- drop-off
4. **Saturday**
 - a. Busy for families

- b. Senior use – this will probably grow, but it is difficult to get seniors transportation to the library
- 5. Community in East Suffolk/1.5 miles away – Cypress Park area, not walkable but transportation and timing are issues. This community is close to downtown but not really part of downtown. There is a lot of needs there.
- 6. Working singles – entice with technology, what will draw them to the library?
- 7. Entrepreneurs – What can we provide for them that will help support their needs? Have meetings there, facilitate tech startups, we-work, shared workspace, we provide the technology that matches their tech.
- 8. Front Door and Back Door – local downtown neighborhood have needs that need to be addressed. Draw from around the city and other cities, but don't forget the local neighbors.

Part IV cont. next page

IV. SPL Listening Session Part 3: Staff Needs

1. Community First
2. Designated Staff Space separate from Public Space
3. **Culture of Collaboration - Team based approach**
 - a. 47 positions - everyone has a "Home Base" but all are expected to pick up and do things at a different branch. Systematic approach to needs on every day.
 - i. 16 full, 9 part time right now. This will increase with the new building.
 - b. Staff is mobile, and work at all 3 locations - tablets, phones, laptops. Cubicle model doesn't work.
 - i. Hoteling and mobile technology
 - ii. Everyone learns and works differently; noise may be a problem for some people.
 - c. Executive team meets monthly. Requires a separate space away from Public for these meetings.
 - d. Closed door offices- 6 people total. All closed door offices to be Glass.
 - e. Nearly all full time staff have designated Desk - but for 30% it is unnecessary; hoteling would work. Staff need to be able to make spaces their own.
 - f. Meeting spaces to be glass enclosed also.
4. See Staff Diagram for Space Needs
5. **Learning Spaces**
 - a. Conference Room and Virtual Learning for Staff Training and Development - projection;
 - b. ad-hoc learning space in addition to formal conference room with ease of use.
 - c. Immediate Access for technology- integrated connection
 - d. Staff need to have time to play with the new technology, learn for new programming.
 - e. Incubation lab- same space?
6. **Incubation Lab**
 - a. Allow for staff to work on collaborative projects
 - b. White board walls
 - c. "project rooms"
 - i. Storage lockers "Project A, Project B, Project C"
 - ii. Smart Boards
 - iii. White Boards
 - d. Outdoor working environment
 - e. Visual Thinkers/Makers

7. Public Service

- a. Furniture and Fixtures that can be drug around w/ Technology
- b. De-centralized

8. Outreach - space needs- will be a need for a long time due to size of Suffolk, anticipate growing.

- a. Storage -specific for outreach materials. All staff does outreach so all need access to it.
Shelving of Books and Materials
- b. Rotating collection for "Library to Go Materials" appeal to multiple populations
- c. Loading/Staging
- d. Process and Prep
- e. Carting for Technology
- f. Protecting From elements - Garage
- g. Ability to Grow?
 - 1. Do not have the ability to buy more equipment right now.
 - 2. Assistive technology for adults with disabilities

9. Friends/Donation - book Sale; space for processing donations but not storing.

10. Tech Services is outsourced - a little bit of back of house storage- needs to be flexible and mobile, not fixed.

Part V cont. next page

V. Specific Programming Goals: Notes

- Newman Architects presented 3 "Case Study Projects"
 - Delaware New Castle Library (Perkins and Will, New Castle, DE)
 - Ridgefield Library (Newman Architects, Ridgefield, CT)
 - Henrico County Varina Area Library (BCWH+Tappe, Henrico, VA)
- The group continued programming discussion through a Q+ A format on a topic- by topic basis, using NA's "Laundry List" Slideshow to generate discussion about spaces.
 1. **24/7 Space** -Vestibule space that can be utilized by the community when the Library is closed, or when no staff are present.
 - a. Book Drop
 - b. Meeting Space
 - c. Seating (tables, bench, comfortable seating)
 - d. Vending Machines (2)
 - e. 2 sequential levels of separation, one of which can be closed off and accessed by lock code. Users would then need to reserve this space for access.
 - f. Up to 8-10 people might use this space at any given time.
 2. **Exterior Book Drop/Pick-Up**
 - a. Amazon style lockers are needed facing the street (9-12); these should be covered but not part of the building. Potentially part of the book drop off/return Drive up location.
 - b. Drive-up book drop to be automated, not manned. Discussion about AMH systems and the amount of space that they take up.
 - c. JH suggested that although the conveyor belt system is automated, it does not necessarily change overall staffing needs.
 3. **Entry/Help Desk**
 - a. Small staff desk for assigning Library Cards. SPL anticipates that while this will be staffed at the beginning, eventually this will be an automated system.
 - b. Include area for welcome, information kiosk (digital), self-directing.
 - c. Bank of self- checkout stands; 3-4 stations.
 - d. Self-Serve Holds Area - pick-up area displayed near entry.
 - e. Book Drop/Return area needed in interior entry space
 4. **Book Collection Areas**
 - a. 100,000 Volumes to be accounted for
 - b. Adult collections should be centralized to provide visibility to teen and children's areas.
 - c. All Book Shelving to be mobile (on casters) and at a low height
 - d. SPL does not have a Reference Section.

- e. High interest area to include Magazines, Newspapers, New Books, located near entry. To include soft seating and a mix of seating types.
 - i. Browsable "New Books Section" to mimic retailing and to be separate from the main collections. Books stay here for the first 6 months.
 - ii. Magazines/Newspaper readers like to be in an active and social space (away from quiet spaces).
- f. Non-Print
 - i. No DVD collection (all movies are downloadable only)
 - ii. Audio Book Collection is the only digital media housed in the Library
 - iii. All Music is digital only
 - iv. Incorporate "listening stations" or "streaming stations" within study carols or individualized spaces for people to access the online databases. "Movie Pods" was discussed.
 - v. Listening/Viewing stations for demonstration purposes would be helpful w/ integrated technology. Requires visibility, possibly the form of a digital Kiosk?
- g. Database search computer area to be located near entry
- h. Types of seating to include comfortable arm chairs, desks w/ tables, all furniture to have technology incorporated (outlets, data, etc).
- i. Special Collections
 - i. The Library lends collections including Cake Pans, Activity/Adventure Kits, Wi-Fi Hot Spots, Etc. SPL Anticipates growing this area in the future.

5. Children's Areas

- a. Children's collection to be integrated into play area.
 - i. Dedicated Play including toys, games, engaging and dynamic play.
 - ii. SPL noted that Roanoke Library incorporated a slide.
 - iii. A sense of wonder should be created in all spaces, not just where the kids are located.
 - iv. The children's museum in Portsmouth was referenced.
 - v. Embrace physical play such as climbing instead of trying to prohibit it
 - vi. Play should be incorporated for kids of all age groups.
- b. Children's area broken down into two categories: 0-6; 6-12. Spaces should have glass doors and walls, separated from the remainder of the library. Spaces should also be adjacent with "visual links" so that children can visually see older kids, and experience a progression of age appropriate materials.
- c. Gaming Booths for the 6-12 age range (flat set-up to allow for better visibility and orientation than study booths)
- d. Stroller Parking
- e. Include a quick print station adjacent to Children's area

6. Teen Area

- a. Teen's collection to be integrated into Teen Area
- b. Teen Area should be located away from the Children's area; glass walls with doors surrounding the Teen area.
- c. Small Group study spaces designated to Teens.
- d. Gaming Booths (flat set-up to allow for better visibility and orientation than study booths)

7. Café

- a. Cafes in Libraries are generally not used well
- b. Would work better if it were a well-known commercial output, however, the Library does not want to run it.
- c. JH suggests the building provide a site for development of a coffee shop.
- d. The Library prefers consideration of a coffee cart on site.
- e. Discussion about whether a local coffee company would sponsor a coffee shop or implementation in the Library (Peets, Green Mountain?)

8. Kitchen

- a. A warming kitchen is needed to support the large events space (public rental space)
- b. The Teaching Kitchen at Henrico County includes a mobile wall between the demo kitchen and a general meeting room (50 person meeting space)
- c. Food programming can happen in a flexible classroom - full demo kitchen not necessary.

9. Small Group Spaces

- a. Pods allow people to make spaces their own; Pods work well for people with disabilities.
- b. A full quiet room would not be well used, however, small study spaces are more desirable. This will serve individual meetings, distance learners, individual study, group study, etc.
- c. A small gathering space with Video Conferencing capabilities is needed.
- d. Open small gathering spaces (banquette, Furniture) style available for walk-up, not requiring a reservation.
- e. Ipad system for reserving rooms.
- f. Currently at The Morgan Memorial Library, at least 6 small groups may be ongoing at any given time. A couple of these spaces should be dedicated to Teens.

10. Medium Group Spaces (8-10)

- a. Reserved ahead of time; need 3-4.
- b. Specialty room for Business/Incubator
- c. Specialty room for 24/7 access.

11. Large Meeting Space

- a. Grand Stair/Amphitheater 'Learning Stairs' considered not comfortable and not well used by Library patrons. Would prefer to see this kind of development outside in the plaza.
- b. Space for large public events, up to 150 people
 - i. Dividable into three smaller "large" meeting rooms.
- c. Black Box Theater was explained. The group discussed an interest in the flexibility provided, but the idea of incorporating a theater is low priority.
- d. A space for music classes should be incorporated; this can be in a flexible large meeting space.

12. Historic Collection/ Local History and Genealogy

- a. Oral History recording space was discussed. A dedicated space for recording, incorporating appropriate sound and isolation conditions is preferred. Space to support Oral History recording, recording for the blind, Podcast creation, etc.
- b. Requires Display Space, curated by the Library. This can be located adjacent, or within the Historic Collections area, or anywhere within the Building.
- c. The Historical Society in Suffolk typically will take Artifacts, however they have very little storage.
- d. Room will require temperature and humidity control.
- e. Archive space to include 3-D Scanner, Book Scanner, Digital Kiosks for Public to explore the collection.
- f. Focus on the User Experience of preserving history.
- g. Ability for individuals to scan personal documents, need a working space.
- h. JH suggested that Archive spaces would typically include a work room, dedicated office for staff member, a sub-lobby with lockers so that patrons can store their belongings prior to entering the controlled environment, significant storage for archive materials, storage for matting and curatorial work room.
- i. A group discussion was had regarding the priority of the Space. An idea was shared to designate the vision of the space as a "Digital Archive Lab" allowing for digitization of materials in a controlled environment.
 - i. Incorporate minimal storage
 - ii. Display
 - iii. Audio Recording
 - iv. Work Room/Lab for digitization equipment.

13. Creative Spaces

- a. SPL shared that there is an ongoing survey being conducted with ODU regarding Maker Spaces. The public is being surveyed to determine what kind of maker spaces would best serve the community.
 - i. Flexible/Mobile Maker Spaces are currently being studied

- b. To signal it is a priority for the Library, SPL prefers the Maker Spaces to be permanent and on-display all of the time. A double height space is preferred, with digital labs looking down into the primary maker space.
- c. SPL does not prefer the "clean" look of classroom environment maker-spaces and prefers the ability for the maker space to operate more like a workshop (industrial, safe space).
- d. A Room with the capability to be divided into two rooms is preferred.
- e. Space to potentially include: WD Working, Vinyl Cutting, Textiles, Sewing, Laser Engravers, 3-D Printers.
- f. SPL's priority is that the maker space is available to all demographics, not just to Teens. Foster mentorship opportunities between patrons.

14. Art Gallery/Curatorial Opportunity

- a. Provide a creative place for the art community to plug-in.
- b. A conversation was had about incorporating a gallery for local artists. It was decided not to make this a designated place, but to incorporate throughout.
- c. "innovation" or "ideas" flexible space for a "citizen in residence" program was discussed.

15. Digital Labs + Technology

- a. Signage will be important to help people know where to go, what's available
- b. Workforce program is not currently being discussed by library staff
- c. Multiple Digital media/software labs - potential to combine with the maker space?
 - i. Tech integrated room with capability for Desktops, although some discussion was had about using Laptops only in the future
 - ii. Video Conferencing capabilities
 - iii. Sound Isolation
- d. No Designated "computer Labs". All tech will eventually be mobile (laptops, etc). Although there are no dedicated computer labs, there should be dedicated computer space, where computers can be located.
- e. Print/Business Station with dedicated computers tied to printers. This may become a flexible space in the future when printers are automated and self-serving without requiring a PC connection.
 - i. SPL prefers Grab and Go Business Center Stations dispersed throughout the library instead of centralized.
 - ii. One of these Grab and Go print stations should be in the 24/7 Vestibule.
- f. Technology Integration
 - i. Digital "checkout" kiosks can be intimidating, prefer a manned tech -cart now. Single service point w/ mobile storage.
 - ii. Tech-to-go carts w/ integrated storage.
 - iii. Technology integration in all rooms w/ a "base package"
 - iv. All Furniture to have tech integrated

- g. Gaming for Adults requires stronger computers- 8-10 Medium sized room can work for "Gaming Lab"
- h. VR requirements were discussed requiring PC components.

16. Staff Areas

- a. Staff Lounge - microwave, ref, dw. space for 8-10 to sit apart from open work space.

17. Outdoor Spaces

- a. Small Outdoor Amphitheater
 - i. Outdoor story Time
 - ii. Public Events
 - iii. Music
- b. Play Structure. SPL noted that there is not a designated play structure for children in the downtown area.
- c. "Pet Park" or Garden that is pet friendly
- d. Bike Racks and/or Bike Storage- SPL indicated that they have problems with secure storage; Kids do not often have bike locks. The Library is looking into providing them.
- e. Bike Repair station

18. Architectural Goals:

- a. Prefer ability to Dim/Adjust lighting
- b. Incorporate Play throughout the building
 - i. Dedicating materials to play
 - ii. Designated space
 - iii. Slide from one floor to below
 - iv. Children's museum type space
 - v. Creating an experience – tunnels and windows around the library to see in stacks or window to staff space
 - vi. Facilitate climbing in safe way
 - vii. Discover thru play not just 1-5 ages, but elementary also
 - viii. Exterior play structure outside, or climbable structure
- c. Focus on Transparency
- d. Dispersed help kiosks instead of traditional desks
- e. Technology "future Proofing" the building with built in flexibility for data/IT infrastructure
- f. All Book Shelving to be mobile (on casters) and at a low height

VI. Day 2: Programming Notes Continued

1. AD and JH reviewed the SPL's trends and visioning goals
2. AD and JH led the group through a review of the previous day's programming efforts through a listing of program spaces based on SPL input.
3. SPL goal is to reach out to as many communities in Suffolk as possible. Big outreach effort
4. About 60 times/month there is outreach programs going on
 - a. Need to provide spaces and support for this outreach
 - b. Storage
5. What spaces are 24/7? What spaces are after hours?
 - a. Printing things out any time of day
 - b. Quick print station
 - c. Probably not public use computers in afterhours area, but this can be explored
6. Maybe access code for after hour meeting room and access code for bathrooms, so it can be used after hours without staff present
7. Memory Lab/Local History is probably the same space
8. Printing must be by front door. Quick print stations throughout.
9. Meeting spaces – have both open and closed small study rooms (1-4 people)
10. Book mobile – attached garage space
 - a. Interior garage space that is climate controlled would protect the library materials in the book mobile
 - b. 24' long book mobile
 - c. Adjacent climate-controlled storage
 - d. Prep area nearby
 - e. Enough space adjacent for loading, etc.
11. Small space for tech services – not full office, more of a workroom area. Open area
12. Staff offices, 6 walled offices, 16 FT staff should have designated workstation, PT staff can have shared workstation. Need to plan for growth with new building and future
13. Staff growth need is in programmers
14. Staff lounge – access to outside for eating, ability to be bigger for potluck, shared space with workroom/counter
15. Staff incubator room – 1 larger one, could be subdivided, 2 tech stations (conf meetings)
16. Staff meeting room – SPL will consider whether this is a shared space or dedicated space
17. Elec car charging station, motorcycle parking
18. Building in the Central Business District must front W Washington St. Must have certain frontage on Washington or must have a public plaza. Review standards
19. Outdoor space will also need electrical/comm
20. When we review the existing building, we need to make sure we apply the same program for the new building for comparison.

VII. Morgan Memorial Library Tour

1. 350 people/day attendance, 5600/year (2016) in programs attendance
2. Entry Area:
 - a. Cart storage needed near entry
 - b. Need for creative display areas near front entry
 - i. Special displays, seasonal
 - ii. Murals
 - c. Public information/City Information area needed at Vestibule
 - d. Special collections- would like patrons to be able to browse this area
 - e. Recycle of special materials including batteries, magazines, print cartridges, etc.
 - f. Magazine Exchange
3. No microfilm in future, this will be digitized
4. Kids + Family office w/ 3 desks - although supervision is not directly needed.
 - a. SPL prefers all staff to be co-located in lieu of offices adjacent to specific program areas
 - b. Parent resource area located within the Children's station
 - c. It was discussed that a dedicated Youth and Family program room is needed with Sinks, refrigerator, dishwasher.
5. Currently all offices are workstations with LOTS of storage
6. There are a lot of supplies for specific events (example: 4th of July Party) stored in this office. General staging and storage is needed for Library Events as well as general Library operations and outreach.
 - a. Storage also needed for adult programming
 - b. Storage for giveaways
7. Outreach storage
 - a. Pop-up Library bins
 - b. Carts for "Library To Go"
 - c. Library to Go Van is an E-450
8. Deliveries – twice daily
 - a. Sometimes big items
 - b. Corridor needs to keep clear
 - c. Delivery doorbell, maybe camera with remote unlocking
9. Staff Areas
 - a. Trash and Recycle Space is needed
 - b. Deliveries happen at the back door; staff work area needs to be located to receive deliveries
 - c. Mail area
 - d. Printer/Copier
 - e. Large Donations
 - f. Friends outgoing

- g. Mobile carts in staff area are used for incoming collections
 - h. Staff "tech" areas include large shelving with charging stations - Large industrial storage needed for technology; also, flat working space for unpacking computers in an open work environment.
10. (6) Offices – use city standards, (1) Director, (1) Asst Dir, (4) Managers
 11. Dedicated parking spaces for library vehicles, (3) fleet vans (cargo/passenger), (1) Book mobile
 12. Exist Bldg. may not meet ADA with the ramp (too steep). Backdoor for ADA entry to the Meeting room is off service area
 13. Parking is currently not adequate, some park in City Hall
 - a. Concern about providing enough parking
 - b. Storytime 10-12 cars
 - c. 15-20 cars for staff at any given time
 - d. Typ Patron parking – per code

Part VIII cont. next page

VIII. Day 2: Afternoon Programming Session Cont.

1. NA reviewed the preliminary Library Programming Data Spreadsheet
2. SPL confirmed the Book Collection is anticipated to grow by 30,000 volumes. Newman updated this within the program data spreadsheet. 30K Growth to be divided into Children's collections and adult's collections.
3. NA noted that mobile shelving units can likely only be 3 shelves tall. Through incorporating all mobile shelving and wider "retail" environment aisles, the overall SF allocated to each volume is greatly increased (by a factor of 2 from traditional shelving). It was conveyed to SPL that when the overall SF of the project is reviewed, priority will have to be assigned to certain spaces and they may want to reconsider a complete allocation of all volumes to mobile shelving.
4. Exterior drop off (do not use drive-thru term because the code requires 6 queuing spaces). This can have a canopy
5. Loading and unloading tractor trailer space – not turning radius, just need to show where it can park and
6. In library carts for carrying books, may consider cart return in parking lot or outside
 - a. Popular with patrons
 - b. Try to find a different solution
7. They will have an opening day budget for new collections
8. A discussion was had regarding the project budget. More information from the City of Suffolk is needed to evaluate the program on a cost per square footage basis.
9. Conversation was had regarding planning for community meetings on June 11th and 12th.

NEXT STEPS:

1. Newman Architects + WTS to collect and distribute Meeting Notes from 2-day charrette for City of Suffolk and Suffolk Public Library's Review.
2. Suffolk Public Library to provide further information on programming schedule system including number of participants.
3. Suffolk Public Library to provide further information and outcomes of Maker Space study being conducted with ODU.
4. Design team to coordinate Community Meeting goals and preparation requirements with Suffolk Public Library and the City of Suffolk.

END OF MEETING MINUTES

Appendix C
Owner Provided
Resource Information

NEW DOWNTOWN LIBRARY

MORGAN MEMORIAL LIBRARY TOUR

OPEN PUBLIC SPACE



- Square (lack of separation of areas)
- Multifunctional learning space (study, meetings, reading)
- Complaints about noise, lack of flexibility, lighting
- Active learning environment

TEENS



- Many unaccompanied teens visit after school and in the summer
- No designated, separate space for learning, interacting or technology

LIBRARY SPACE

Our ability to host larger events impacts the use of the library since we need to take over the entire building. Events and classes for our community often overflow into lobby and study area or in hidden back areas of the library.

NEW DOWNTOWN LIBRARY

MORGAN MEMORIAL LIBRARY TOUR

LOCAL HISTORY AND GENEALOGY



- One of our biggest community demands
- Collecting and preservation of artifacts and other items
- No space to collect, store, and access

FAMILY SPACES



- Read, learn, explore, and play together
- No separation from other areas of the library

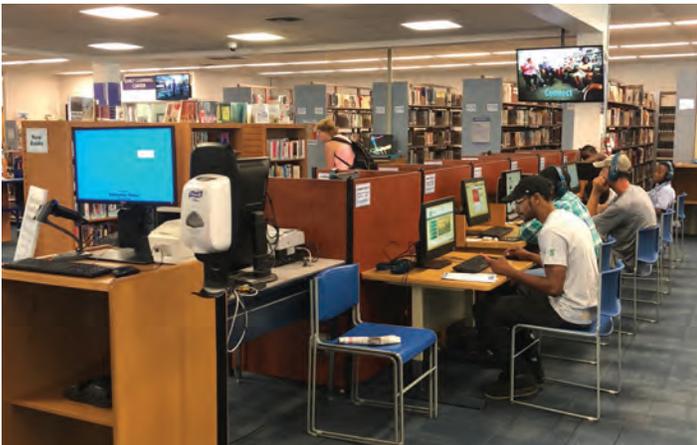
LIBRARY ACCESS

We are more than books. Suffolk Public Library is an engaging and innovative environment connecting the community to creative and educational experiences and resources.

NEW DOWNTOWN LIBRARY

MORGAN MEMORIAL LIBRARY TOUR

TECHNOLOGY



- Computers, high speed internet, WiFi
- Education and job development
- No space for access to new technologies
- Training on devices/tools (Discovery Appointments)

COLLECTIONS



- All combined in one space with disjointed flow and no separations
- No space for the growing special collections (e.g. Adventure2Go, Crocheting/Knitting Kits, etc.)

LIBRARY TECH

We are a technology & connection hub. We connect Suffolk to the wider world through internet access, devices, and technology education both inside and out of our libraries.

NEW DOWNTOWN LIBRARY

MORGAN MEMORIAL LIBRARY TOUR

RESTROOMS

- Located in the rear of the building
- Limited ADA accessibility and security concerns

MEETING ROOM



- Located in the rear of the building with limited ADA accessibility and security concerns
- No space for larger events (e.g. Big Idea Fair, Engage Suffolk, IconiCon, etc.)
- Medium sized events need to be moved to other areas of the library or off site
- No storage, technology, or flexibility for events/meetings
- Not readily available for community meetings & gatherings due to library use of this space

LIBRARY OPPORTUNITIES

When you visit the library you see many things including families playing in play spaces and learning together, kids learning coding and using LEGOs to learn engineering, and entrepreneurs finding the resources on how to start a business. Increasingly, libraries are the spaces that provide these opportunities.

NEW DOWNTOWN LIBRARY

MORGAN MEMORIAL LIBRARY TOUR

STAFF LOUNGE

- Security and accessibility issues in allowing public to have a kitchen space since it is used by staff

STAFF

(16 full time and 9 part time)

- Security issues with no separation of staff areas from public areas
- No storage for many needs of staff

OFFICE



- Two managers in one shared office that also serves as storage

LIBRARY STAFF

We go where the people are, building community. Our staff bring ideas and information to where you need them, helping people connect with learning and each other. There is increasing demand of staff time for classes and instruction on digital tools and creative technologies. We are now beyond capacity with space for staff to perform their work.

NEW DOWNTOWN LIBRARY

MORGAN MEMORIAL LIBRARY TOUR

UPSTAIRS WORKROOM



- Multifunctional space that includes acquisitions, cataloging, and processing of all new items, outreach with Library2Go and Pop-Up Libraries, events and classes planning and preparation, local history/genealogy, City's Grants and Records Management Administration
- No storage for many needs of staff
- Preparing, planning and implementing events and classes for city wide services
- No space for collaborating/meeting
- Equipment and supplies

STAFF ENTRANCE

- Deliveries and Outreach staging area

NEW LIBRARY VISION

We are doing more than ever but we are limited by our facilities. We are excited to explore the possibilities with the community and tailoring a building for them.

NEW DOWNTOWN LIBRARY

LIBRARY CLIENT NEEDS

MORNING

- **Caregivers with children:** Experiences and educational opportunities such as classes and events (e.g. Storytime), interactive play spaces, checking out items, and social interaction opportunities with other caregivers and children
- **20 to 40-year-old males:** Access to technology, employment assistance, education, and recreation
- **Adult care groups:** Flexible spaces for educational and recreational exploration (regional reach as there are few opportunities that provide a welcoming and safe space)

LATE AFTERNOON

- **Unaccompanied children and teens:** Space for experiences, education, and social interaction
- **Working adults:** Access to technology, education, and recreation



EVENING

- **Tutors and clients:** Flexible spaces for education (Suffolk Literacy Council)
- **Job seekers:** Access to technology, education, and recreation
- **Families:** Access to technology, education, recreation, and interactive play spaces
- **Students:** Study and collaboration spaces



SATURDAY

- **Combination of all of the above**

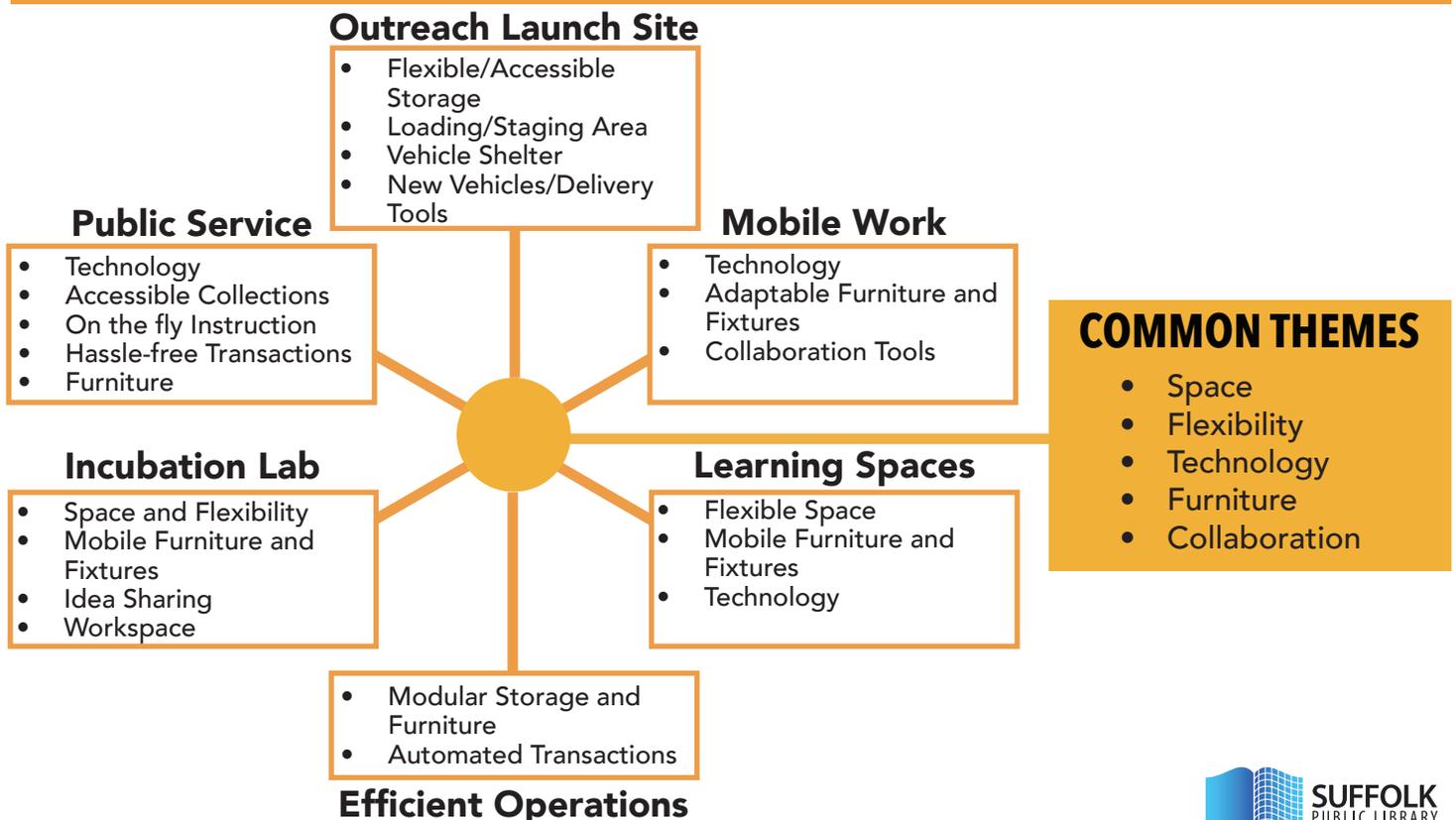


NEW DOWNTOWN LIBRARY

LIBRARY STAFF NEEDS

GUIDING PRINCIPLES

- **A Library Turned Outward**
Everything we do inside of our library we also replicate outside of our buildings through outreach and offsite programming. Anything developed in the library is designed to be mobile and flexible so it can be easily translated to different audiences and settings.
- **Collaborative-Team Approach**
We are very team-oriented. Collaborative project development is a core value of our organization, therefore our staff spend a lot of time working in groups.
- **A Staff Full of Creators and Innovators**
Our staff are extremely creative. We like to recruit from outside of the library field and therefore have staff that come from arts backgrounds, community activism, education, etc. Their work and creation process varies widely and can't always be done at a desk in front of a computer.
- **Equity and Need-Based Services**
We are a library driven by community need. We try to infuse community data and authentic community knowledge in every decision that we make. We ask "what need does this meet?" with every new project. We seek to provide balance in the community by focusing on those most in need.



Morgan Memorial Library

443 West Washington St.



Area Library Comparison

CITY	MAIN/CENTRAL LIBRARY SQUARE FOOTAGE	LIBRARY LOCATIONS
Norfolk	137,120	12
Virginia Beach	95,000	10
Chesapeake	67,838	7
Petersburg	56,000	3
Hampton	53,000	4
Portsmouth	40,000	4
Williamsburg	40,000	2
Newport News	26,530	4
Suffolk	15,000	3



September 29, 2017

Downtown Master Plan Staff Review Suffolk, VA



BENCHMAR
K



A

B

CAROLINA RD

N MAIN ST

HALL AVE

E WASHINGTON

Public Square on West Washington Street

- 1. Building off the opening of the Suffolk Executive Co-working space next door - Use the city assembled property on West Washington Street to create new spaces for the information/creative/sharing economy.**
- 2. This is a local development as placemaking and economic gardening. The goal is to create a haven for local small business formation.**
- 3. Located around a new public square are a new library/research center for the 21st Century, a communal commercial kitchen and/or maker space and a collection live/work units.**
- 4. The library can house a center focused on research, market information and mentorship of new small businesses.**
- 5. It could include a new City of Suffolk Museum – that collects, explores and presents the history, culture and life of the city and its residents.**
- 6. Along the western edge of the square are shared spaces designed to support new business formation. Common shared economy spaces include commercial kitchens or maker spaces that have tools and mentors that can help entrepreneurs prototype new products for market.**
- 7. The last site to the south of the square is targeted for Live/Work Units. Here a graduate of the maker space can rent a space to live, produce and sell her products in one location.**



Site A – W. Washington



MY KITCHENS

AFFORDABLE SHARED COMMERCIAL KITCHEN

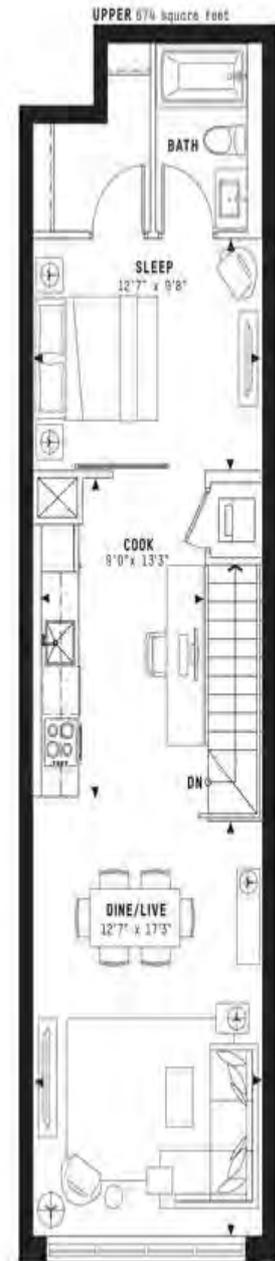
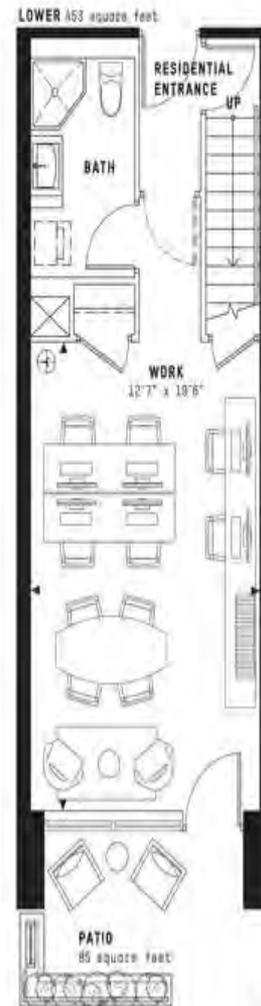




Live-Work



LIVE/WORK TOWNHOMES



Appendix D

Public Presentations



SELF CHECKOUT



TRANSPARENCY



BRIGHT AND FLEXIBLE



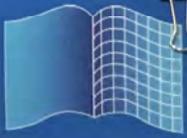
MOBILE HELP DESKS



NEW AND NOVEL



WIDE AISLES AND QUICK ACCESS



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR

NEW DOWNTOWN LIBRARY ?



FLEXIBLE READING COMMONS



MIXED SEATING



YOUTH AND FAMILY AREAS



SMALL GROUP MEETING AREAS



DEDICATED YOUTH AND FAMILY AREA



INTEGRATED PLAY

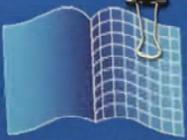
NEWMANARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS

Community Meetings Day 1: Suffolk Town Hall
Visioning Boards - Community Input

NEWMANARCHITECTS

WALLER
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SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR **NEW** DOWNTOWN LIBRARY ?



TEEN AREA



TEEN AREA



TECHNOLOGY - GAMING



TEEN AREA



TECHNOLOGY - INFORMATION

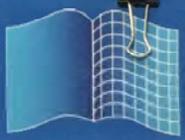


TECHNOLOGY - LOANING

NEWMANARCHITECTS

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Community Meetings Day 1: Suffolk Town Hall
Visioning Boards - Community Input



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR

NEW DOWNTOWN LIBRARY ?



TECHNOLOGY – DIGITAL LAB



CREATIVE SPACES – MAKING + FIXING



CREATIVE SPACES – SPECIAL COLLECTIONS



TECHNOLOGY – AUDIO



CREATIVE SPACES - MAKING



MEETING SPACES – SMALL GROUPS

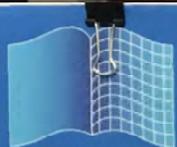
NEWMAN ARCHITECTS

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Community Meetings Day 1: Suffolk Town Hall
Visioning Boards - Community Input

NEWMAN ARCHITECTS

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ARCHITECTS



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR

NEW DOWNTOWN LIBRARY?



MEETING SPACES – MEDIUM GROUPS



MEETING SPACES – LARGE GATHERING



MUSIC PERFORMANCE



MEETING SPACES – LARGE GATHERING



LOCAL HISTORY DISPLAY



TEACHING KITCHEN

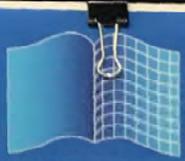
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Community Meetings Day 1: Suffolk Town Hall
Visioning Boards - Community Input

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR

NEW DOWNTOWN LIBRARY ?



TEACHING KITCHEN



GARDEN



OUTDOOR EVENT



CAFE



OUTDOOR LIBRARY



BIKE STORAGE

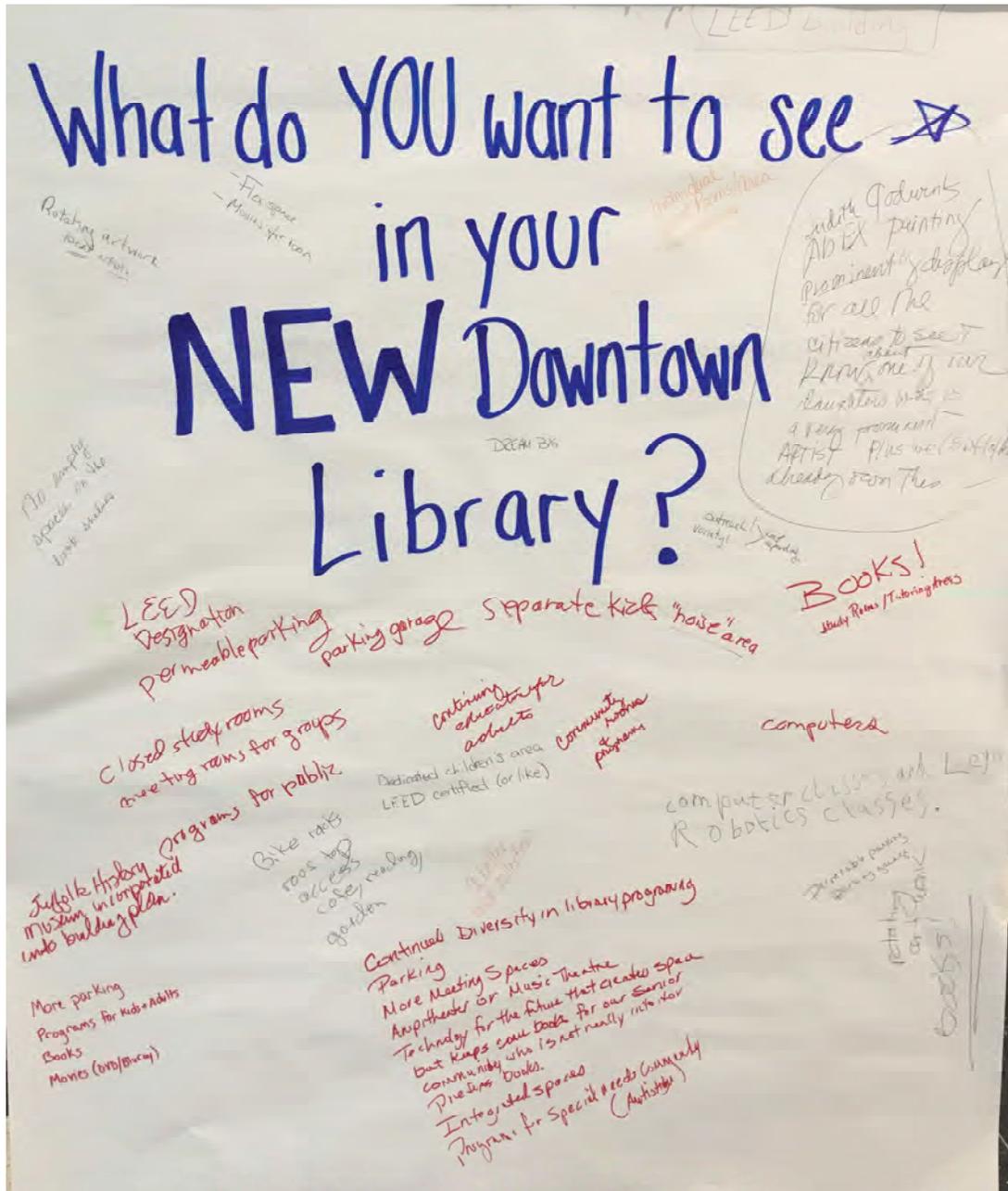
NEWMANARCHITECTS

**WALLER
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SADLER**
ARCHITECTS

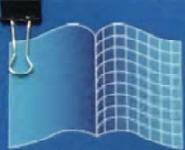
Community Meetings Day 1: Suffolk Town Hall
Visioning Boards - Community Input

NEWMANARCHITECTS

**WALLER
TODD &
SADLER**
ARCHITECTS



Community Meetings Day 1: Suffolk Town Hall
 Visioning Boards - Community Input



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR **NEW** DOWNTOWN LIBRARY ?



SELF CHECKOUT



TRANSPARENCY



BRIGHT AND FLEXIBLE



MOBILE HELP DESKS



NEW AND NOVEL



WIDE AISLES AND QUICK ACCESS

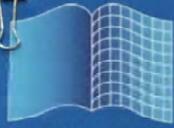
NEWMAN ARCHITECTS

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ARCHITECTS

Community Meetings Day 2: East Suffolk Recreation Center
Visioning Boards - Community Input

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



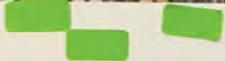
SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR

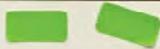
NEW DOWNTOWN LIBRARY ?



FLEXIBLE READING COMMONS



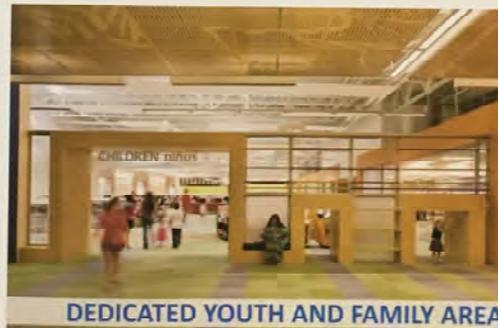
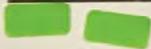
MIXED SEATING



YOUTH AND FAMILY AREAS



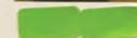
SMALL GROUP MEETING AREAS



DEDICATED YOUTH AND FAMILY AREA



INTEGRATED PLAY



NEWMANARCHITECTS

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SADLER
ARCHITECTS

Community Meetings Day 2: East Suffolk Recreation Center
Visioning Boards - Community Input

NEWMANARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR **NEW DOWNTOWN LIBRARY** ?



TEEN AREA



TEEN AREA



TECHNOLOGY - GAMING



TEEN AREA



TECHNOLOGY - INFORMATION

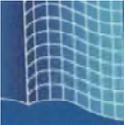


TECHNOLOGY - LOANING

NEWMANARCHITECTS

WALLER
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SADLER
ARCHITECTS

Community Meetings Day 2: East Suffolk Recreation Center
Visioning Boards - Community Input



TECHNOLOGY – DIGITAL LAB



CREATIVE SPACES – MAKING + FIXING



CREATIVE SPACES – SPECIAL COLLECTION



TECHNOLOGY – AUDIO LAB

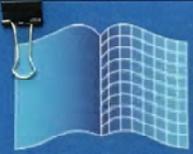


CREATIVE SPACES - MAKING



MEETING SPACES – SMALL GROUP

Community Meetings Day 2: East Suffolk Recreation Center
Visioning Boards - Community Input



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR

NEW DOWNTOWN LIBRARY ?



MEETING SPACES – MEDIUM GROUPS



MEETING SPACES – LARGE GATHERING



MUSIC PERFORMANCE



MEETING SPACES – LARGE GATHERING



LOCAL HISTORY DISPLAY



TEACHING KITCHEN

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS

Community Meetings Day 2: East Suffolk Recreation Center
Visioning Boards - Community Input

NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS



SUFFOLK
PUBLIC LIBRARY

WHAT DO YOU WANT TO SEE IN YOUR **NEW** DOWNTOWN LIBRARY ?



TEACHING KITCHEN



GARDENING



OUTDOOR EVENTS



CAFE



OUTDOOR LIBRARY



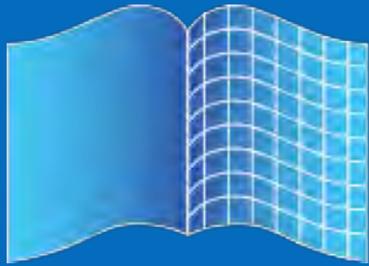
BIKE STORAGE



NEWMAN ARCHITECTS

WALLER
TODD &
SADLER
ARCHITECTS

Community Meetings Day 2: East Suffolk Recreation Center
Visioning Boards - Community Input



SUFFOLK
PUBLIC LIBRARY

NEW DOWNTOWN LIBRARY

**Suffolk Downtown Library Study
Community Meeting**

Suffolk Public Library – Morgan Memorial
Existing Conditions

MORGAN MEMORIAL LIBRARY

EXISTING LIBRARY - ENTRY



EXISTING LIBRARY - SEATING



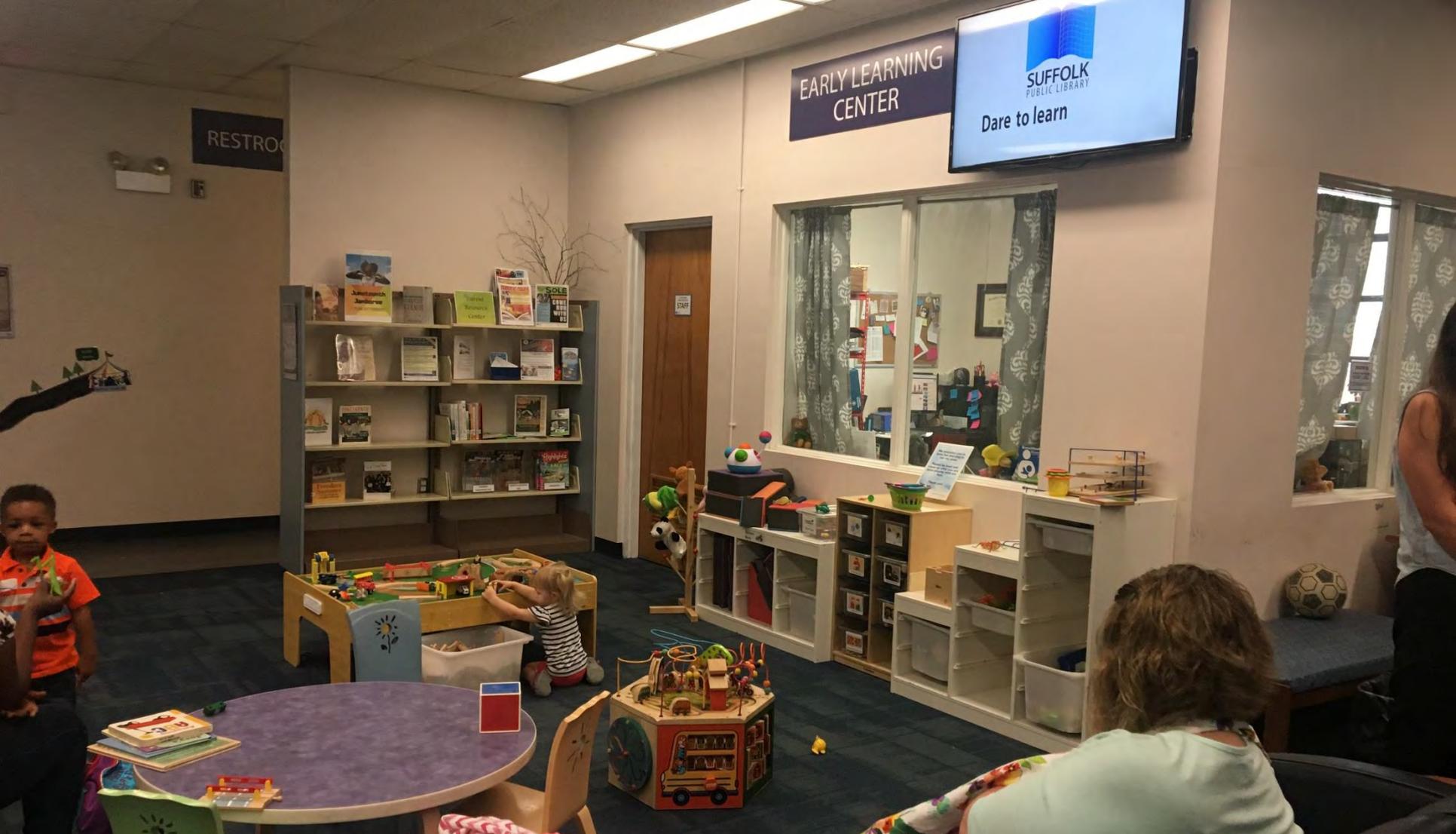
EXISTING LIBRARY – BOOK DISPLAY



EXISTING LIBRARY - STORAGE



EXISTING LIBRARY – DIGITAL CONNECTION



EXISTING LIBRARY – YOUTH AND FAMILY



EXISTING LIBRARY – OFFICE AND STORAGE



EXISTING LIBRARY – MULTIPURPOSE ROOM



EXISTING LIBRARY – STAFF WORK ROOM



EXISTING LIBRARY – OUTREACH LOADING



EXISTING LIBRARY – BOOK RETURN

Suffolk Public Library – Morgan Memorial Current Events + Classes + Activities



2018 BATTLE OF THE BOOKS



2017 SUMMER CHALLENGE KICK-OFF



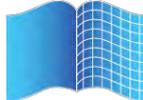
2017 COOKING DEMO – BIG IDEA FAIR



2018 HULA DANCING



ECLIPSE VIEWING PARTY



SUFFOLK
PUBLIC LIBRARY



PRE 4TH OF JULY PARTY



MAYOR SPEAKING AT ENGAGE SUFFOLK



2016 STORY TIME PICNIC



2018 ICONICON



2018 SUFFOLK ROCKS PAINTING

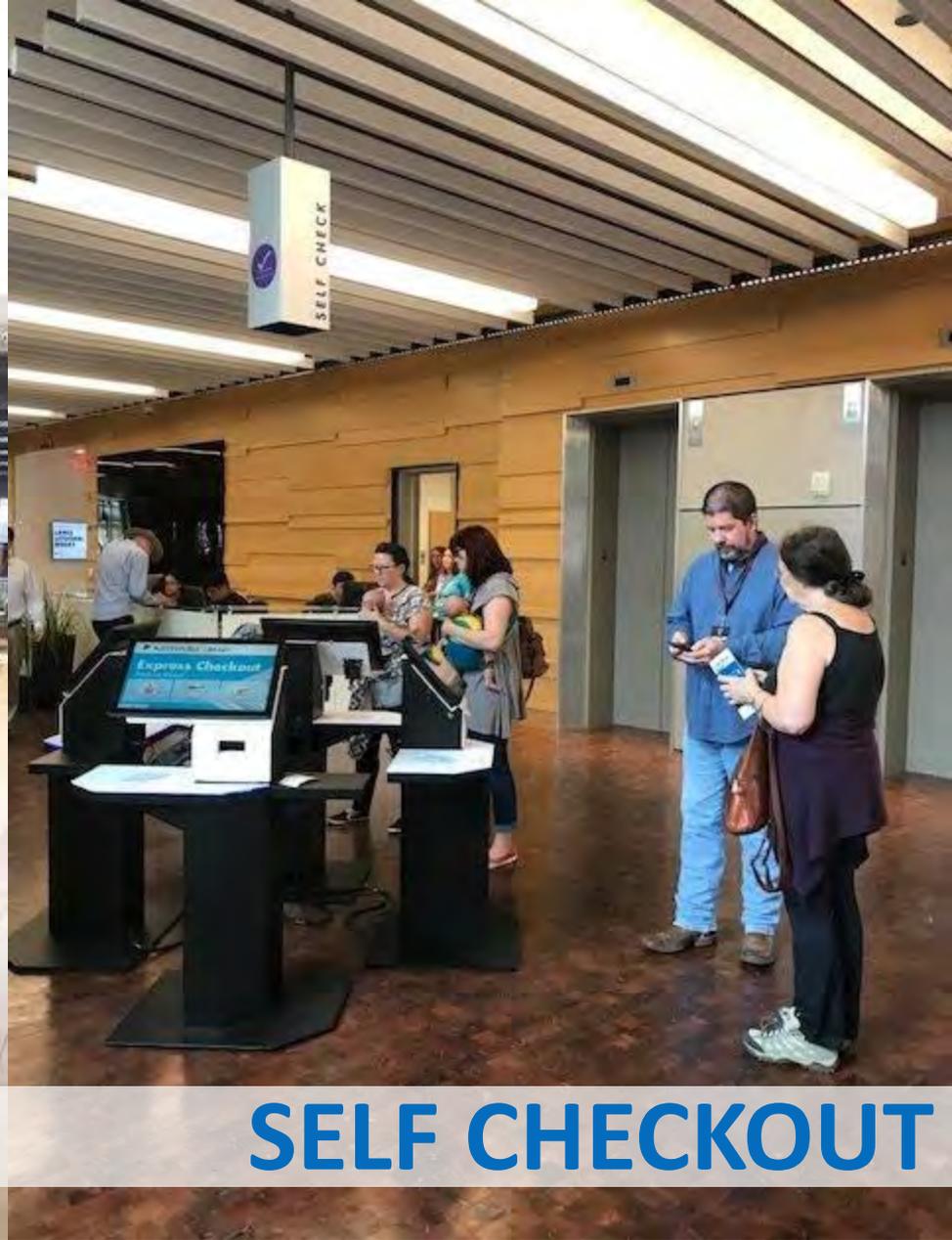
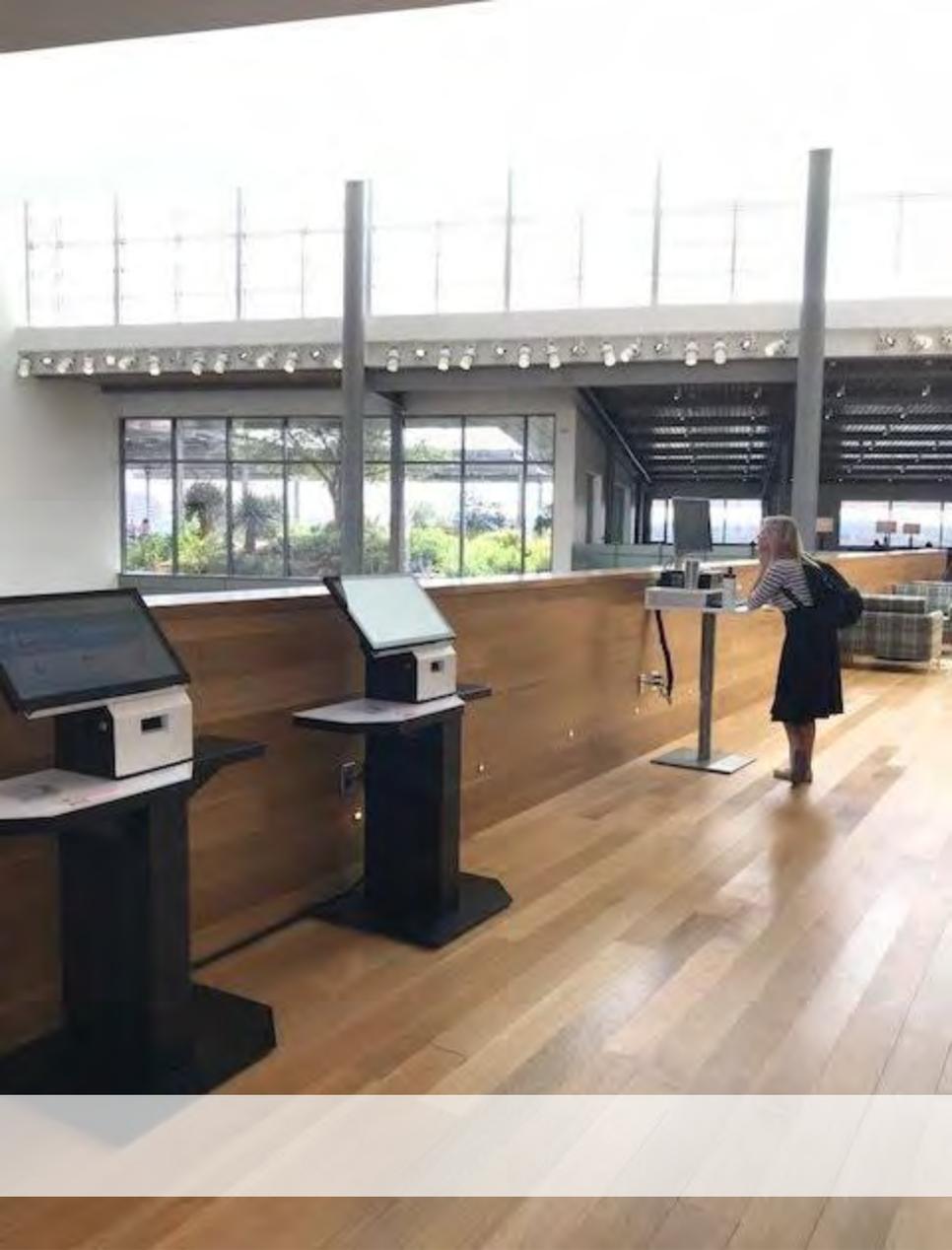
What do you want to see in your
NEW Downtown Library ?



What do you want to see in your
NEW Downtown Library...

ENTRY SPACES





SELF CHECKOUT



MOBILE HELP DESKS



TRANSPARENCY

What do you want to see in your
NEW Downtown Library...

BOOK AND READING SPACES





New & Novel

NEW AND NOVEL



BRIGHT AND FLEXIBLE



WIDE AISLES AND QUICK ACCESS



FLEXIBLE READING COMMONS



SMALL GROUP MEETING AREAS



MIXED SEATING

What do you want to see in your
NEW Downtown Library...

YOUTH AND FAMILY SPACES





DEDICATED YOUTH AND FAMILY AREA



YOUTH AND FAMILY AREAS



INTEGRATED PLAY



TEEN AREA



TEEN AREA



TEEN AREA

What do you want to see in your
NEW Downtown Library...

TECHNOLOGY INTEGRATION





TECHNOLOGY - INFORMATION



TECHNOLOGY - LOANING



TECHNOLOGY - GAMING



TECHNOLOGY – DIGITAL LAB



TECHNOLOGY – AUDIO LAB

What do you want to see in your
NEW Downtown Library...

CREATIVE SPACES





CREATIVE SPACES - MAKING



CREATIVE SPACES – MAKING + FIXING



CREATIVE SPACES – SPECIAL COLLECTIONS

What do you want to see in your
NEW Downtown Library...

MEETING SPACES





MEETING SPACES – SMALL GROUPS



MEETING SPACES – SMALL GROUPS



MEETING SPACES – MEDIUM GROUPS



MEETING SPACES – LARGE GATHERING



MEETING SPACES – LARGE GATHERING

What do you want to see in your
NEW Downtown Library...

ON DISPLAY





Free Public Library, where neither rank, office, nor wealth receives the slightest consideration."

-Aristotle

"Ideas are to literature

"Music has charms to soothe a savage breast, to soften rocks, or bend a knotted oak."

"The sole substitute for an experience which we have not ourselves lived through is art and literature."

"Every great advance in science has issued from a new audacity of an

LOCAL HISTORY DISPLAY



MUSIC PERFORMANCE



TEACHING KITCHEN



TEACHING KITCHEN



Richard Jaeggi
Gandhi brigade
Youth Media

Coffee
is roasted by
Nature's Coffee

Kefa Café

By supporting local businesses
You are ensuring your
community's growth

Buy local and let us build
a thriving community

We cannot spell
community or unity
Without U

Thank you for you

CAFE

What do you want to see in your
NEW Downtown Library...

OUTDOOR SPACES





GARDENING



OUTDOOR LIBRARY



OUTDOOR EVENTS



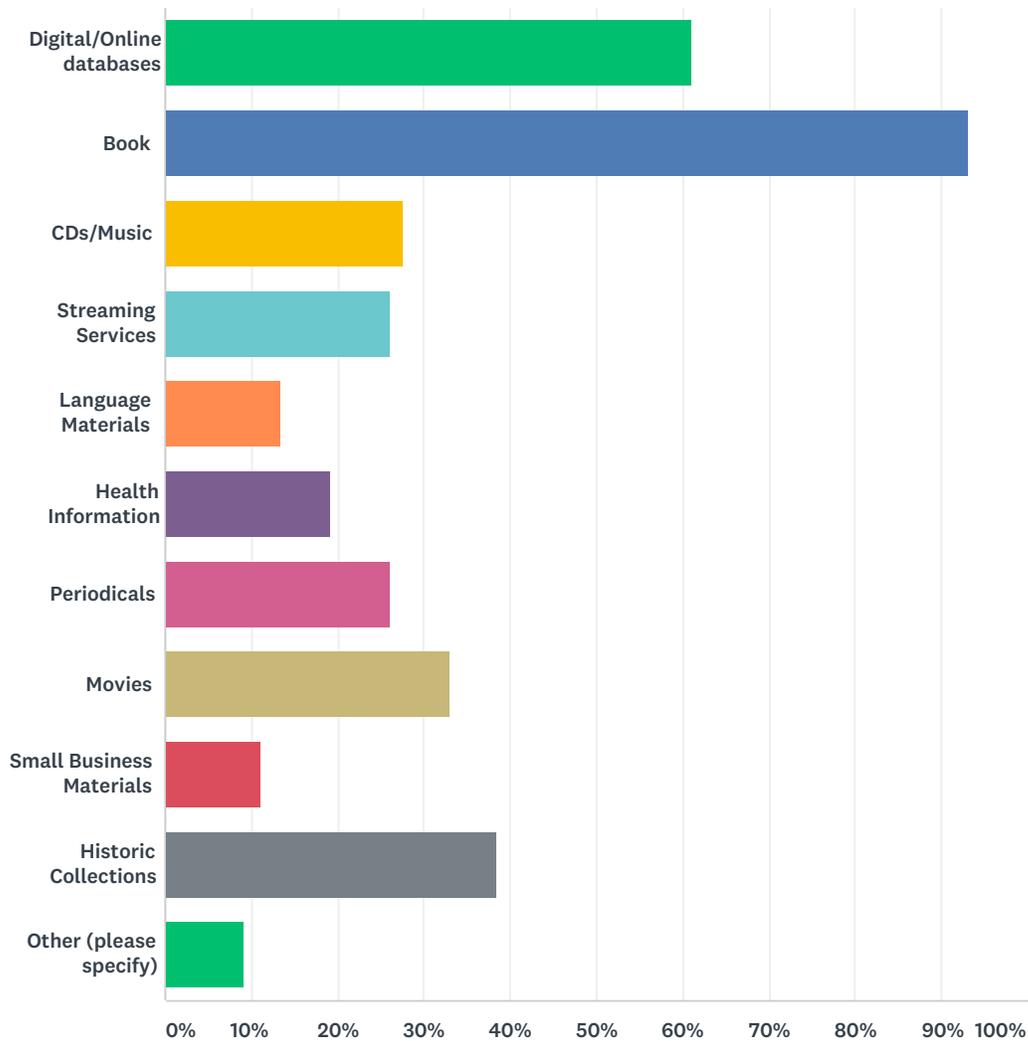
BIKE STORAGE

Appendix E

Public Survey Results

Q1 What is your preferred format of Library Materials (select all that apply)?

Answered: 218 Skipped: 1



ANSWER CHOICES	RESPONSES
Digital/Online databases	61.01% 133
Book	93.12% 203
CDs/Music	27.52% 60
Streaming Services	26.15% 57
Language Materials	13.30% 29
Health Information	19.27% 42
Periodicals	26.15% 57
Movies	33.03% 72
Small Business Materials	11.01% 24

New Downtown Library Survey

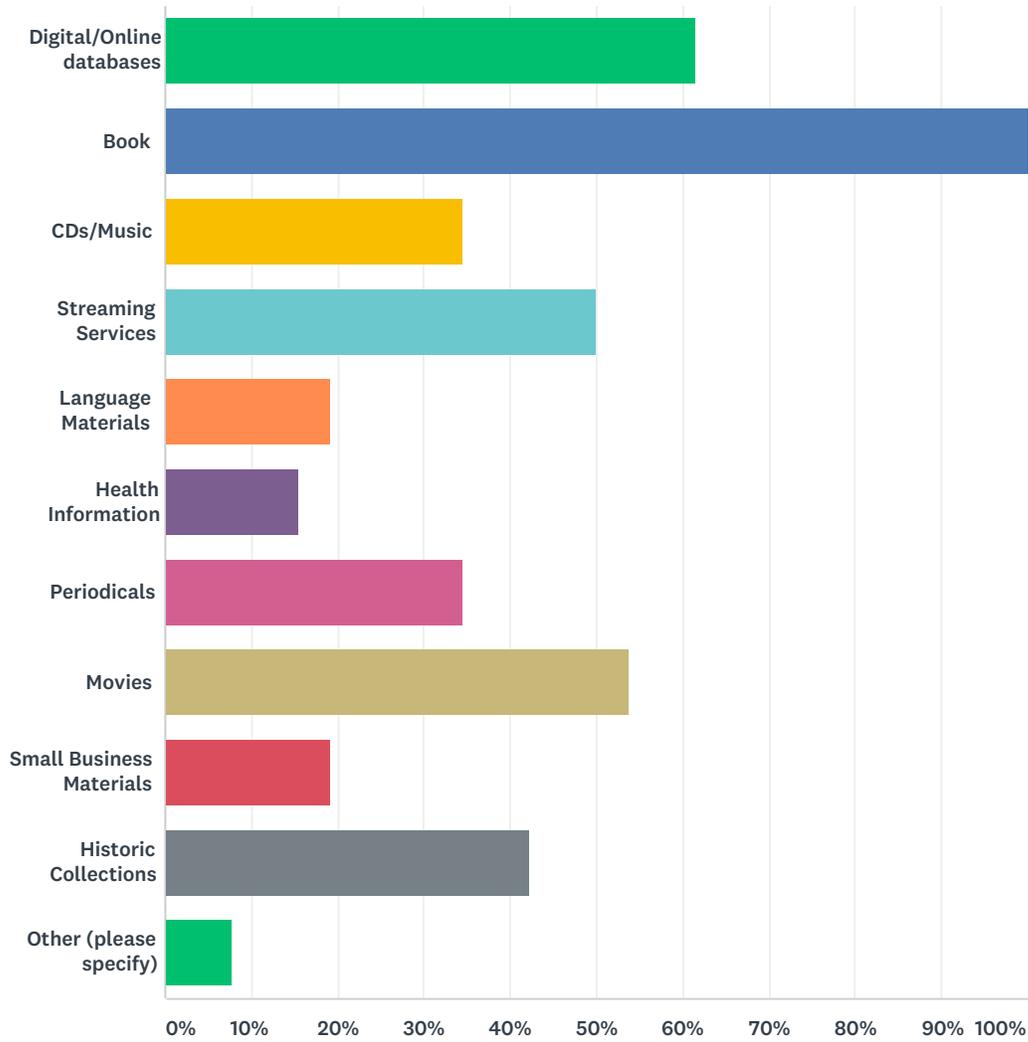
Historic Collections	38.53%	84
Other (please specify)	9.17%	20
Total Respondents: 218		

#	OTHER (PLEASE SPECIFY)	DATE
1	audio books	7/13/2018 1:36 PM
2	Books on Tape	7/11/2018 6:47 PM
3	Ebook	7/11/2018 1:04 PM
4	Hard copy books are ESSENTIAL for Art subject matter containing images.	7/5/2018 10:46 AM
5	Factual non biased health information not just big pharma pushed propoganda	7/4/2018 9:28 AM
6	Books on CD	7/3/2018 3:41 PM
7	books on tape	7/3/2018 1:50 PM
8	Children's Activities and Outreach Activities	7/1/2018 9:20 PM
9	Large variety of reference materials	6/28/2018 9:08 PM
10	books on CD-old school!	6/28/2018 5:37 PM
11	Audio books	6/28/2018 9:48 AM
12	Books on CD, cake pans	6/27/2018 11:24 PM
13	Local artists. Authors, painters, etc.	6/27/2018 10:38 PM
14	The availability of a meeting room for Civic leagues or special groups.	6/26/2018 8:46 PM
15	audiobooks	6/26/2018 7:59 PM
16	Programs for children	6/26/2018 7:15 PM
17	lectures and programmed events	6/26/2018 6:16 PM
18	None needed. Libraries are outdated	6/26/2018 5:36 PM
19	I am a heavy user of libraries. I use as many resources as I can.	6/26/2018 5:16 PM
20	Genealogy	6/26/2018 4:49 PM

Q1 What is your preferred format of Library Materials (select all that apply)?

Filtered for Ages 18-29

Answered: 26 Skipped: 0

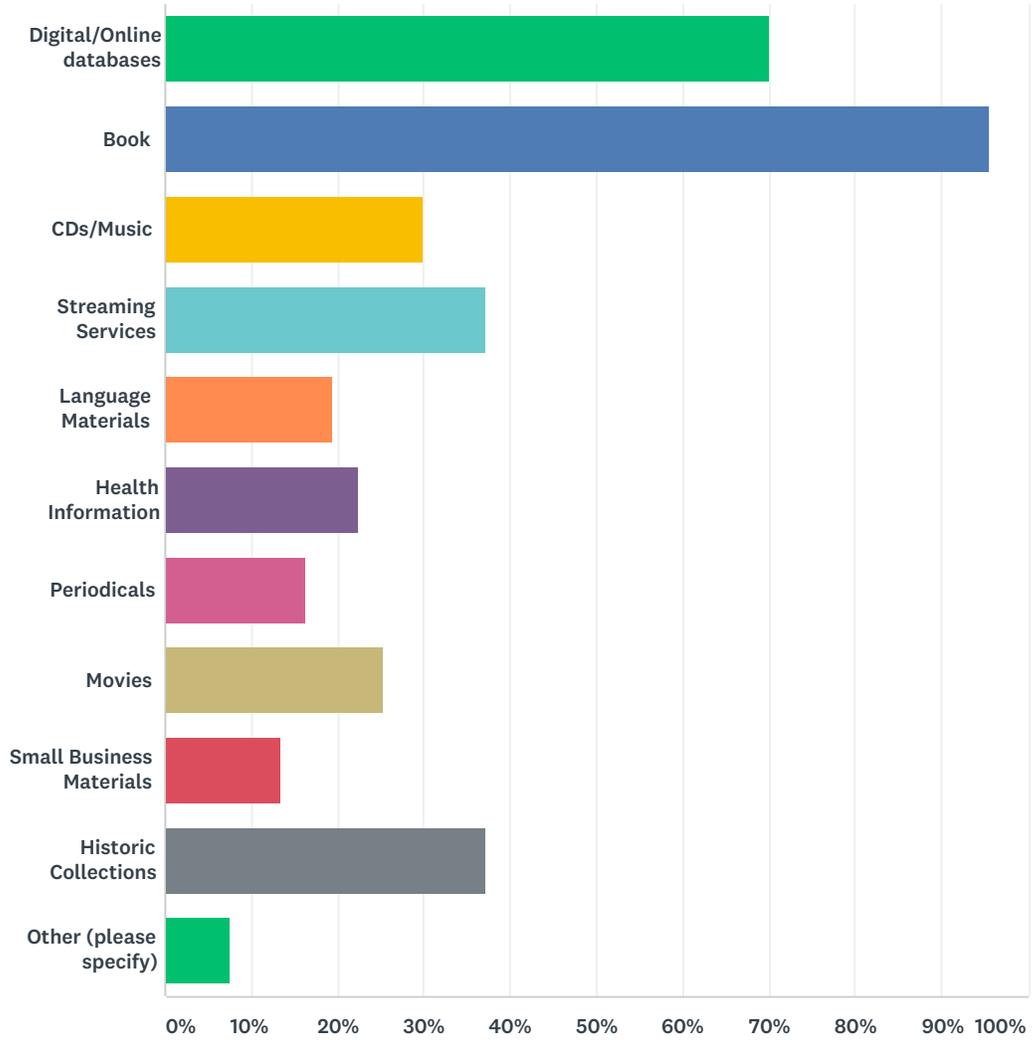


ANSWER CHOICES	RESPONSES	
Digital/Online databases	61.54%	16
Book	100.00%	26
CDs/Music	34.62%	9
Streaming Services	50.00%	13
Language Materials	19.23%	5
Health Information	15.38%	4
Periodicals	34.62%	9
Movies	53.85%	14
Small Business Materials	19.23%	5

Q1 What is your preferred format of Library Materials (select all that apply)?

Filtered for Ages 30-39

Answered: 67 Skipped: 0

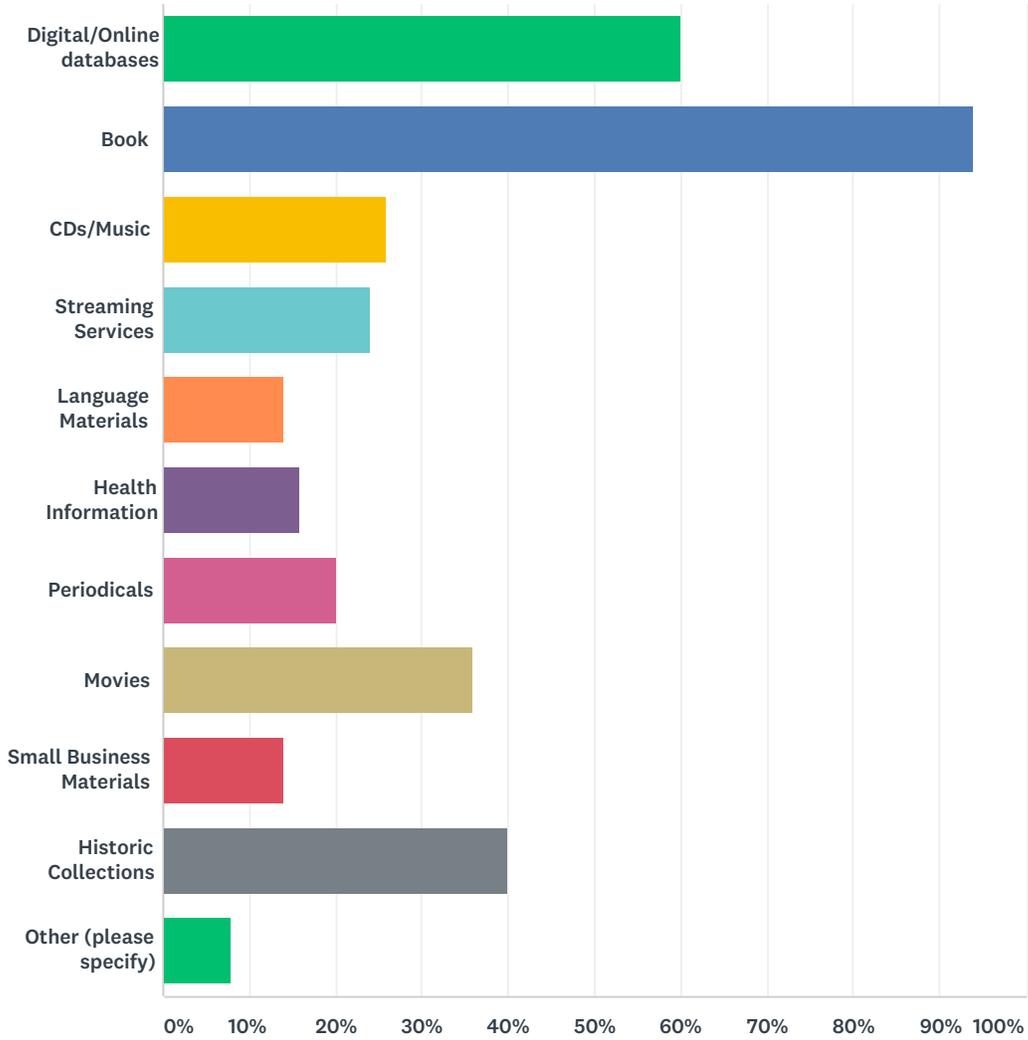


ANSWER CHOICES	RESPONSES	
Digital/Online databases	70.15%	47
Book	95.52%	64
CDs/Music	29.85%	20
Streaming Services	37.31%	25
Language Materials	19.40%	13
Health Information	22.39%	15
Periodicals	16.42%	11
Movies	25.37%	17
Small Business Materials	13.43%	9

Q1 What is your preferred format of Library Materials (select all that apply)?

Filtered for Ages 40-49

Answered: 50 Skipped: 1

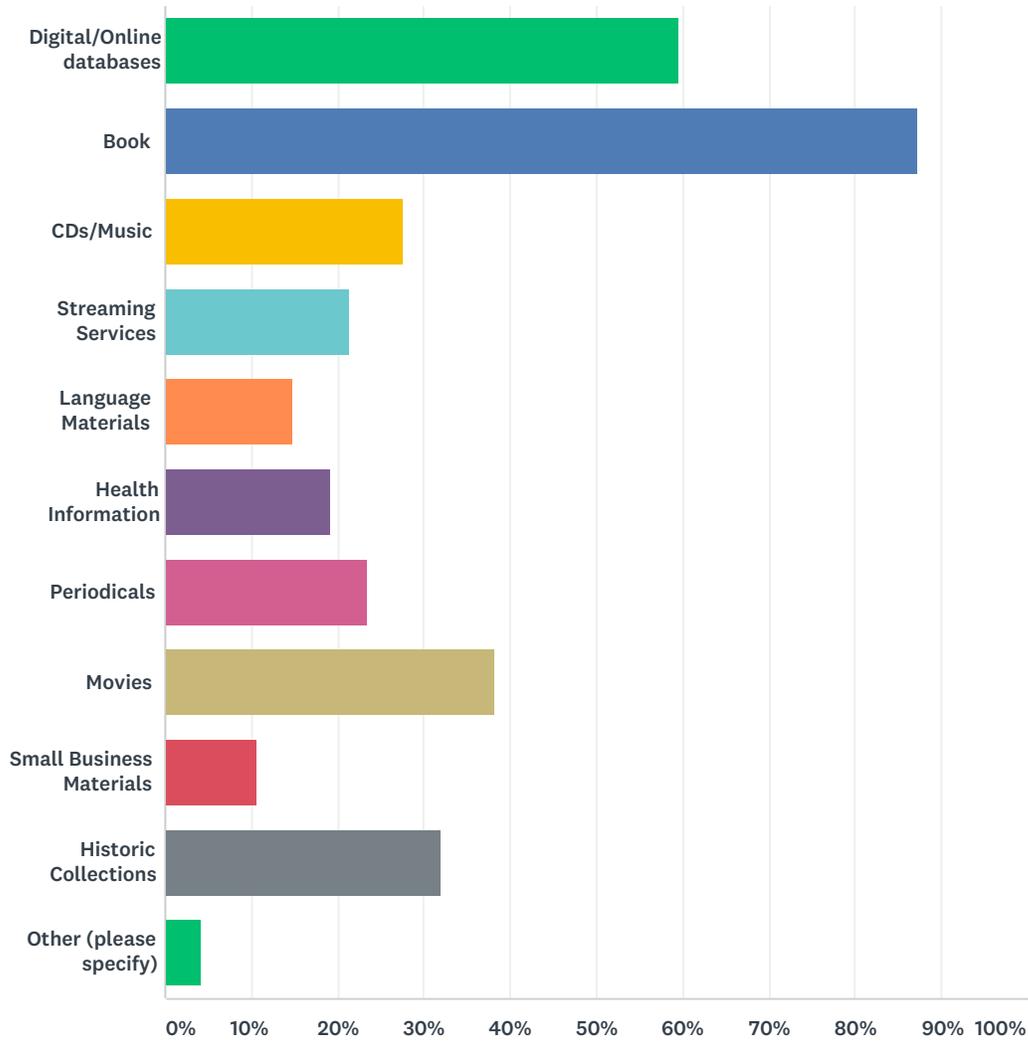


ANSWER CHOICES	RESPONSES
Digital/Online databases	60.00% 30
Book	94.00% 47
CDs/Music	26.00% 13
Streaming Services	24.00% 12
Language Materials	14.00% 7
Health Information	16.00% 8
Periodicals	20.00% 10
Movies	36.00% 18
Small Business Materials	14.00% 7

Q1 What is your preferred format of Library Materials (select all that apply)?

Filtered for Ages 50-59

Answered: 47 Skipped: 0

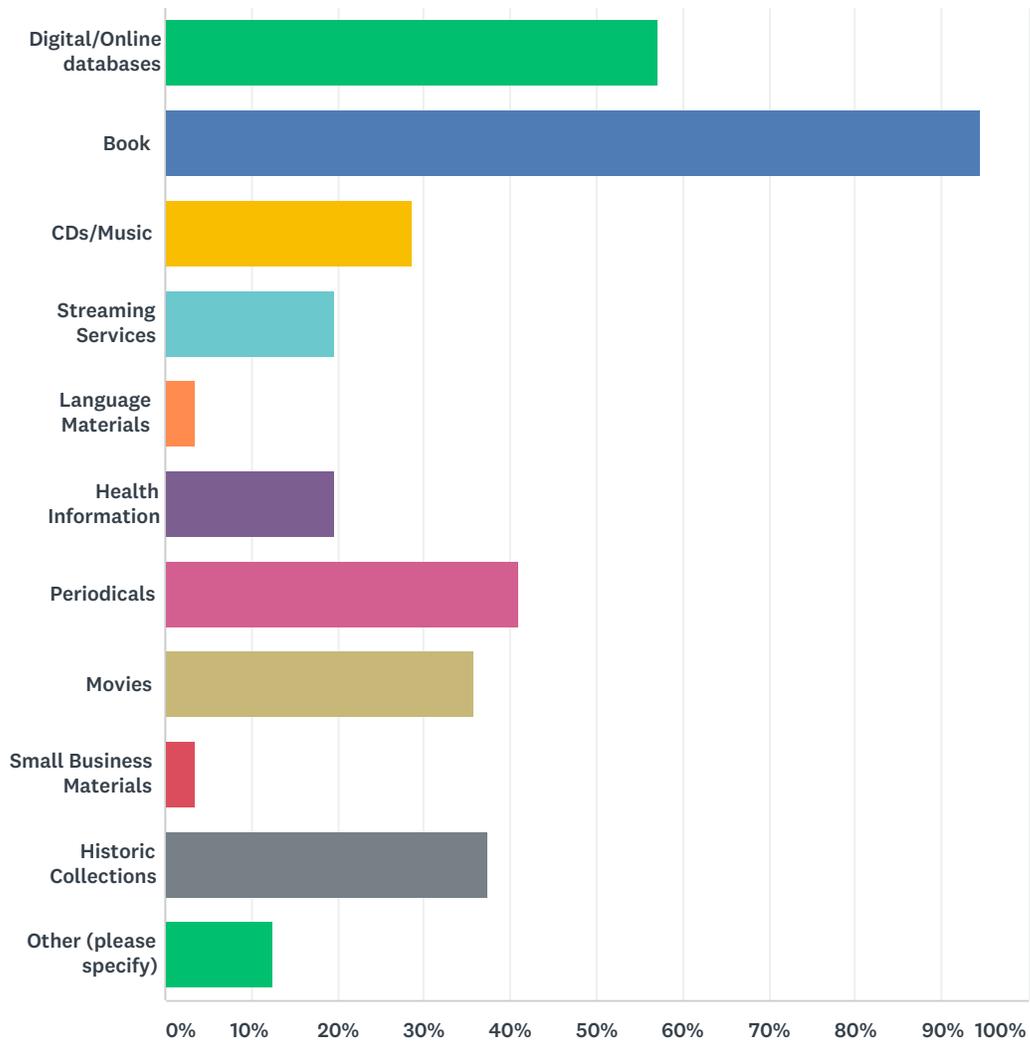


ANSWER CHOICES	RESPONSES	
Digital/Online databases	59.57%	28
Book	87.23%	41
CDs/Music	27.66%	13
Streaming Services	21.28%	10
Language Materials	14.89%	7
Health Information	19.15%	9
Periodicals	23.40%	11
Movies	38.30%	18
Small Business Materials	10.64%	5

Q1 What is your preferred format of Library Materials (select all that apply)?

Filtered for Ages 60+

Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES	
Digital/Online databases	57.14%	32
Book	94.64%	53
CDs/Music	28.57%	16
Streaming Services	19.64%	11
Language Materials	3.57%	2
Health Information	19.64%	11
Periodicals	41.07%	23
Movies	35.71%	20
Small Business Materials	3.57%	2

New Downtown Library Survey

Q2 Please rank the following Library Services:

Answered: 219 Skipped: 0

	MUST HAVE	NICE TO HAVE, BUT NOT CRITICAL	DON'T NEED	TOTAL	WEIGHTED AVERAGE
Access to Computers	65.90% 143	23.96% 52	10.14% 22	217	2.56
Internet Access on Library Computers	74.19% 161	17.51% 38	8.29% 18	217	2.66
Wi-Fi Access for Personal Computers	73.73% 160	22.58% 49	3.69% 8	217	2.70
Kid's Programs	89.86% 195	5.07% 11	5.07% 11	217	2.85
Teen's Programs	78.50% 168	16.36% 35	5.14% 11	214	2.73
Book Sales	33.80% 72	54.46% 116	11.74% 25	213	2.22
Pop-Up Library/Library2Go	36.79% 78	51.42% 109	11.79% 25	212	2.25
Local History/Genealogy Services	48.37% 104	41.86% 90	9.77% 21	215	2.39
General Research Help	73.95% 159	20.00% 43	6.05% 13	215	2.68
ESL Classes and Services	36.49% 77	47.87% 101	15.64% 33	211	2.21
Special Collections Help	33.65% 70	52.88% 110	13.46% 28	208	2.20
Library Out Loud Services	26.73% 54	53.47% 108	19.80% 40	202	2.07
Financial Services	14.69% 31	51.18% 108	34.12% 72	211	1.81
Access and Help with New Technologies	52.11% 111	35.68% 76	12.21% 26	213	2.40
Access to Printers, Copiers, Scanners	72.81% 158	20.28% 44	6.91% 15	217	2.66
Library Website	92.20% 201	6.42% 14	1.38% 3	218	2.91
Job Search and Application Services	45.79% 98	38.79% 83	15.42% 33	214	2.30
Adult's Programs	60.09% 128	33.80% 72	6.10% 13	213	2.54
Reservations for Meeting Space for Community Use	63.08% 135	30.84% 66	6.07% 13	214	2.57
Convenient Parking	90.78% 197	7.83% 17	1.38% 3	217	2.89
Digital Reserve and Self Checkout	57.48% 123	37.85% 81	4.67% 10	214	2.53
Drive Through Return	50.93% 110	43.06% 93	6.02% 13	216	2.45
Creative and Making Programs	48.60% 104	44.39% 95	7.01% 15	214	2.42
Outdoor Programs	30.05% 64	51.64% 110	18.31% 39	213	2.12

New Downtown Library Survey

#	OTHER (PLEASE SPECIFY)	DATE
1	Community (Teens & Adults) Life Training classes such as Change Auto Tire and Oil; How to save \$ when shopping; Requirements to be bonded or obtain security clearance for employment; Course Tutoring; How to sew, quilt, knit and crochet; of course these classes will be instructed by volunteers within community.	7/16/2018 9:47 AM
2	Inter-library loan	7/11/2018 5:07 PM
3	meeting rooms and rooms to study in. The North Suffolk library open lobby is too noisy to study in	7/9/2018 11:34 AM
4	Books, books, books. That's what libraries are for.	7/8/2018 10:25 AM
5	Must have a large collection of both books hard copy and digital. This collection needs to continually expand. Also it would be extremely helpful in partnering with the Suffolk Public Schools when teachers assign literary readings to have multiple copies of digital and (hard copy) books on hand for students to access. Unfortunately the school system does not have multiple classroom copies of literary books, so students can only use the books while in class. This is ridiculous with access to Google Classroom, there should be no reason to obtain a license to digital literary works that all students could access via their personal PC or the school-issued tablets.	7/6/2018 5:01 PM
6	Lots of windows needed to make the new library..."a bright, feel good, want to be there" environment!	7/5/2018 12:44 PM
7	need to have options for families who cannot afford things like internet. have programs for young people to keep them off the streets. be a place people can come in from the weather.	7/4/2018 2:04 PM
8	Forigen language classes	7/4/2018 9:28 AM
9	No limit on audio books (i.e. Hoopla)	7/3/2018 8:16 PM
10	Gallery/Museum space for displays and exhibits	7/3/2018 3:41 PM
11	New to Suffolk Information for people who just moved in.	7/2/2018 4:13 PM
12	We truly love the Library ... We need this so much for our community.	7/1/2018 9:20 PM
13	Meeting rooms that can host up to 75 people.	6/30/2018 6:19 AM
14	Fax machines	6/27/2018 1:48 PM
15	Activities for kids and adults, exposing them to things they might not get elsewhere...arts, music, culture, history, and how to explore these concepts further using library resources, or other resources in the community. Exposure to jobs, training for jobs, and higher education for teens.	6/27/2018 1:22 AM
16	Health and wellness related activities	6/26/2018 9:53 PM
17	We enjoy all of the children's activities.	6/26/2018 9:49 PM
18	School partnerships	6/26/2018 7:43 PM
19	Space for children to play; reading nooks throughout library; private rooms to use for small community meetings	6/26/2018 4:49 PM
20	Suffolk History Museum	6/26/2018 4:37 PM

Q3 What kind of community events do you envision that could take place in the Library if given more space?

Answered: 177 Skipped: 42

#	RESPONSES	DATE
1	Children's programming, fine arts performances	7/16/2018 2:58 PM
2	Job & Life Skills Training (how to change auto oil or tire; how to solder which of courses can be virtual with goggles). Career/Job Fairs 3D Virtual Job training see Newport News Shipbuilding 3D Lab: to peak interest in what is available in the job industry.	7/16/2018 9:47 AM
3	Local history classes	7/14/2018 10:16 AM
4	Meetings , children activities especially after school ones	7/13/2018 11:03 PM
5	More adult only programs!	7/13/2018 10:48 PM
6	A specific room of QUIET with comfortable seats. There are too many teens running around and older people talking at loud levels!! Can we have a QUIET ONLY Room? Also a room for fundraiser meetings or classes (like canvas painting, beginners crochet...)	7/13/2018 8:18 PM
7	Speakers, concerts	7/13/2018 2:58 PM
8	more crafts and events, job fairs	7/13/2018 1:36 PM
9	Exercise classes, art classes, historical re-enactments, plays, diy workshops, craft classes, themed parties (i.e. tea parties, murder mystery parties), writing classes.	7/13/2018 12:29 PM
10	Clubs and organizations such as The Sierra Club, Surfrider Foundation, business startups, etc.	7/13/2018 6:35 AM
11	More kid friendly events and family related events.	7/12/2018 10:39 AM
12	Kids/teens reading programs during the summer.	7/12/2018 7:32 AM
13	Musical events with local artists, cooking demos, gardening, TED Talk, teen awareness,technology classes for senior citizens.	7/11/2018 7:47 PM
14	Homeschool co-op teaching sessions	7/11/2018 7:31 PM
15	Kid and family friendly ones	7/11/2018 6:55 PM
16	Exercise classes,book club	7/11/2018 6:47 PM
17	Open forum sessions / political or other informative	7/11/2018 5:07 PM
18	Q&A with city leaders or other notable speakers; cultural events (films, performances, etc along with discussions).	7/11/2018 11:44 AM
19	Book clubs/Discussions Crafting clubs (ie. knitting, crocheting) Sign Language classes	7/11/2018 10:56 AM
20	None	7/11/2018 6:34 AM
21	Wellness seminars and career fairs	7/10/2018 9:03 PM
22	Cooking classes, sewing knitting classes,	7/10/2018 8:48 PM
23	More opportunity for kids programs and community service group meetings	7/10/2018 8:44 PM
24	I think of the library as a small groups event space. I have no thoughts for larger events. Don't larger events take place at a community center or festival space?	7/10/2018 6:42 PM
25	more in-class opportunities for middle aged and senior adults- some fun stuff like you have for the teens	7/10/2018 4:18 PM
26	Literary festivals, book swaps, larger family programs	7/10/2018 12:58 PM
27	Meeting spaces for large gatherings, small gatherings, and everything in between. Small study areas or the large round table discussion area. Outdoor study areas.	7/9/2018 12:24 PM

New Downtown Library Survey

28	Maker spaces, teen programs, just more of what you already do	7/9/2018 11:34 AM
29	Counseling meetings, GED CLASSES, literacy classes. Etc.	7/9/2018 10:25 AM
30	Holiday events	7/9/2018 9:37 AM
31	Youth / Teen mentoring prgrams	7/9/2018 9:01 AM
32	Game night. Club meetings.	7/9/2018 12:10 AM
33	Book readings for children. Possible author guests.	7/8/2018 10:44 PM
34	ESL classes, small, quiet spaces to tutor for Suffolk Literacy Program, community meetings.	7/8/2018 5:55 PM
35	Don't need community events. Need library resources for education and self-satisfaction.	7/8/2018 10:25 AM
36	Concerts, plays, art craft programs, exercise programs, community meetings, movie night	7/8/2018 7:04 AM
37	Concerts, plays, art craft programs, exercise programs, community meetings, movie night	7/8/2018 7:03 AM
38	Not sure..But, I do know that currently the Community Events that are offered and held at Bennett's Creek Library are amazing!!! I watch for their updates weekly to see what types of wonderful Community Programs they are offering. Keep up the Great Work your doing Bennett's Creek Library!!! .	7/6/2018 9:18 PM
39	Not sure	7/6/2018 8:15 PM
40	Meeting Room	7/6/2018 5:29 PM
41	Workshops, events for multiple age groups, family nights, etc.	7/6/2018 5:01 PM
42	More children's events for pre-k. Offered at more times. Preferably 9 am or 3 pm. Fitness classes for adults are always enjoyed or maybe a night craft event for moms to take a break	7/6/2018 12:34 PM
43	Special programs for senior citizens and a reading room for tots to enjoy being themselves as they are read to.	7/6/2018 12:15 PM
44	Poetry reading and guest speakers connected with published work	7/6/2018 11:58 AM
45	Any educational or enrichment program for the community	7/6/2018 11:24 AM
46	More activities for special needs people and STEM activities for children	7/6/2018 10:19 AM
47	Programs that bring awareness of issues in our community...opioids, mental health, challenges the elderly face, personal safety, history of our area, literacy and ESL programs...	7/6/2018 9:59 AM
48	Musical performances such as a jazz trio; pods where small discussion groups/meetings could occur such as book discussions/current events; pop up demonstrations; tabling - community groups sponsor a table for informal information dissemination, demos	7/5/2018 10:10 PM
49	Concerts, Family Movie Nights	7/5/2018 4:15 PM
50	More topic fairs such as IconIcon	7/5/2018 2:03 PM
51	Local author talks Self publishing help Puppet shows and story time for kids Technology help for community Book Clubs Separate rooms for Bible studies Classes available to public after surveying public to see what the need is	7/5/2018 12:44 PM
52	Family Movie Nights, Family Reading Nights, arts & crafts activities, special events (electric train displays, guest Author visits and poetry/spoken word nights).	7/5/2018 12:40 PM
53	Meetings	7/5/2018 12:00 PM
54	Low cost meeting space, discussion groups.	7/5/2018 10:46 AM
55	Large and small meeting spaces for local agencies/businesses to hold meetings and trainings.	7/5/2018 10:25 AM
56	Meeting space for community partners	7/5/2018 9:35 AM
57	community meetings, large training events	7/5/2018 9:04 AM
58	more events for the older adults	7/5/2018 8:30 AM
59	N/A	7/4/2018 9:47 PM
60	Classes for preschoolers and grade school children that would inspire creativity and encourage thinking outside the box.	7/4/2018 8:45 PM

New Downtown Library Survey

61	a place where classes can be offered or groups meet to do crafts together, book club, kids classes...	7/4/2018 2:04 PM
62	I would like to see more family events in order to educate children and families. Maybe if you have an event for the adults having activities for children so the parents are able to come and not look for a sitter.	7/4/2018 9:57 AM
63	Cultural fairs, career fairs, and events to help draw the community together	7/4/2018 9:28 AM
64	Neighborhood associations meetings	7/4/2018 9:15 AM
65	Kids reading in park	7/4/2018 7:06 AM
66	Yard / Craft shows & sales, job fairs, safety events	7/3/2018 4:54 PM
67	local non-profit meetings museum exhibits and receptions book club meetings writers guild meetings small business research meetings author readings open mic nights community forums	7/3/2018 3:41 PM
68	Mentoring and tutoring, information fairs, voter registration drives, group meetings, book clubs	7/3/2018 2:30 PM
69	Book club meetings Visiting authors presenting and discussing their books. An auditorium to present historical presentations. Williamsburg Library also has had concerts at their library. I have driven there several time to attend various activities	7/3/2018 1:56 PM
70	speakers on a variety of topics - a designated children's room with books, computers, and events just for small children	7/3/2018 1:50 PM
71	Meeting space, program for all ages, life skill classes, sewing, cooking, financial literacy, investing in the stock market, board games for families and a place to play them	7/2/2018 4:13 PM
72	Activities, Classes , outreach programs for all age groups. Summer Activities for children(all ages), we need to help keep our children safe. They need an environment that is conducive to learning.	7/1/2018 9:20 PM
73	Live music/spoken word	7/1/2018 7:44 PM
74	I love events like the Citywide Playdate and the Peanut City Chase (that happened a couple weeks ago). I would love if they had more tables, seating areas, and plug-ins for electronics I bring with me. And a better organized kids play area in relations to the adults section would be great. Summer reading programs and more programs for kids.	7/1/2018 2:20 PM
75	Author readings, guest lectures	6/30/2018 11:10 PM
76	Yard sales, outdoor movie nights	6/30/2018 9:50 PM
77	Meet and greet with authors	6/30/2018 4:36 PM
78	Library sponsored book clubs on site. Author/illustrator visits sponsored by a Friends of the Library group. Poetry and spoken word nights for budding authors. Workshops by local artists and writing groups.	6/30/2018 4:03 PM
79	Collaboration meetings, parent workshops, board meetings for community agencies	6/30/2018 10:42 AM
80	Host Civic meeting groups. State association meetings. Training classes, association meetings.	6/30/2018 6:19 AM
81	More talks, seminars	6/29/2018 10:39 PM
82	Job/skills training classes, children's craft activities,	6/29/2018 9:00 PM
83	Kids' birthday parties; Book signings	6/28/2018 9:08 PM
84	I don't know.	6/28/2018 8:47 PM
85	I envision an expansion of the current programs into spaces that are more conducive to the activities, and that are large enough to actually accommodate everyone. At Morgan Memorial, almost all of the events occur in the room upstairs. The staff does an excellent job of restructuring it to meet their needs; however, it really isn't adequate for all activities. I have been there for multiple programs with over 70 people in that room. I also envision a larger maker space. In addition, it would be nice if people could conduct small meetings in a space.	6/28/2018 7:39 PM
86	yoga classes for adults, a safer space to read and hang out and meet up rooms to study, comfortable chairs!	6/28/2018 5:37 PM

New Downtown Library Survey

87	Community events Young reader programs Early reader programs Guest speakers Book signings And so much more Book exchange program Historical Days Art programs College Prep program Free tutoring Movie night Writers class Seminars And so much more. The possibilities are endless	6/28/2018 11:48 AM
88	Classes!	6/28/2018 10:29 AM
89	Meeting space for business and community groups More children's events Moe community events to benefit people who live in the library neighborhood	6/28/2018 9:48 AM
90	Increased number of classes in topics such as local history, art and literature discussion groups, writers workshops.	6/28/2018 8:21 AM
91	Larger children's area please	6/28/2018 7:51 AM
92	More in person summer reading programs. Preschool open houses. Family history programs.	6/27/2018 11:24 PM
93	Holiday events. Luncheons. School outings.	6/27/2018 10:38 PM
94	Master Gardener meetings	6/27/2018 9:13 PM
95	club meetings, authors and educational or informational presentations	6/27/2018 5:35 PM
96	Health screenings	6/27/2018 5:13 PM
97	public information meetings	6/27/2018 5:04 PM
98	I would enjoy toddler/ kid friendly activities. We already participate in the toddler times and activities and we LOVE them! Love SPL!	6/27/2018 4:34 PM
99	New parents want groups! Fatherhood support groups Mother support groups Public meeting rooms	6/27/2018 3:12 PM
100	Pop Up events that focus on family and healthy activities, makerspaces to learn new things.	6/27/2018 3:10 PM
101	Therapy dog accompanied reading alouds	6/27/2018 3:09 PM
102	makerspace events and facilities; book readings, signings; chautauqua movement programs/living history programs; music	6/27/2018 3:03 PM
103	You do amazing things with the space/staff you have. Would be nice to have some of the programs that are now held only at the North Suffolk Library held downtown. Really liked the Engage Suffolk event and that could be expanded on.	6/27/2018 2:41 PM
104	More events could take place at one time given more space.	6/27/2018 1:48 PM
105	Room for more computers, more study/private meeting space, dedicated area for teens,	6/27/2018 1:05 PM
106	Public meetings, craft get togethers	6/27/2018 12:21 PM
107	Political rallies, VDOT presentations, informative talks like from beekeepers, and adult informative events like social security updates.	6/27/2018 12:07 PM
108	larger children's activities	6/27/2018 11:24 AM
109	Hopefully better kids classes	6/27/2018 7:18 AM
110	Anything that promotes literacy. Book clubs for kids, teen and adults.	6/27/2018 6:39 AM
111	More youth and teen groups. Classes and/or group activities for the kids in the summer, or even for after school programs. Maybe even tutoring sessions	6/27/2018 6:11 AM
112	retirement workshops, financial workshops	6/27/2018 5:48 AM
113	Yoga, physical activity, music classes, meeting space rentals	6/27/2018 2:50 AM
114	Similar to things already at other library locations - ESL, art or craft workshops, yoga or tai chi, history lectures, special events like community day with the various organizations in Suffolk. Since this would be downtown, it might be a place for new residents to get information about Suffolk.	6/27/2018 1:22 AM
115	Book to movie adaptation showings, more art classes/program series, expansion of YA lit section, better online services, community outreach (free food days, community drives, etc)	6/27/2018 12:02 AM
116	Childhood development	6/26/2018 11:47 PM
117	Outreach programs, guest speakers, author signings and appearances.	6/26/2018 11:13 PM

New Downtown Library Survey

118	More story times for more age groups in a warmer more interactive space. Space for community fitness programs.	6/26/2018 10:24 PM
119	Meeting place, fundraising, children's activities, teen meetings place	6/26/2018 9:53 PM
120	Meetings for local community programs	6/26/2018 9:53 PM
121	More people would come if they feel it's a safe environment. I know people have been scared away by parking lot vagrants st the current location.	6/26/2018 9:49 PM
122	Community meetings, classes	6/26/2018 9:28 PM
123	Summer programs	6/26/2018 9:23 PM
124	Poetry readings, small concerts, historical talks, other lectures -maybe a series.	6/26/2018 9:16 PM
125	Book club meetings, author events	6/26/2018 9:15 PM
126	Reading clubs for kids, bigger and better activities for kids.	6/26/2018 9:09 PM
127	Workshops or classes possibly	6/26/2018 9:09 PM
128	Guest speakers, authors, poets, historians	6/26/2018 9:08 PM
129	Gardening	6/26/2018 9:02 PM
130	Children's events	6/26/2018 8:58 PM
131	Activities for kids, teens and special needs people.	6/26/2018 8:46 PM
132	History talks	6/26/2018 8:28 PM
133	Story time, movies	6/26/2018 8:26 PM
134	N/A	6/26/2018 8:24 PM
135	N/A	6/26/2018 8:22 PM
136	I like the classes offered now. Perhaps, more?	6/26/2018 8:15 PM
137	Meetings, events, classes	6/26/2018 8:04 PM
138	outdoor movie nights, local bands in concert, author talks	6/26/2018 7:59 PM
139	Book clubs, community service lectures	6/26/2018 7:50 PM
140	Multicultural programs, school inclusion programs, school field trips for programs, children's programs, family programs....	6/26/2018 7:43 PM
141	Community meetings, tutoring, adult education, job training	6/26/2018 7:41 PM
142	I have really enjoyed the lectures. I will more of the were in the evening versus the Afternoon Conversations during work hours.	6/26/2018 7:34 PM
143	The downtown library has so many great programs and have offered programs for all ethnicities, however more African American programming would be a plus.	6/26/2018 7:32 PM
144	Young author type functions	6/26/2018 7:30 PM
145	Homeschool learning events, holiday events	6/26/2018 7:26 PM
146	More homeschool programs, more programs going simultaneously	6/26/2018 7:15 PM
147	Community meetings spaces; study group spaces, story telling, community book talks/clubs	6/26/2018 7:10 PM
148	Book signings, community talks, public meetings, etc	6/26/2018 6:52 PM
149	Adult game room. Cards, etc. Adult learning.	6/26/2018 6:40 PM
150	I think the programs they do now are an amazing resource to their communities. They just need more space to keep developing.	6/26/2018 6:37 PM
151	not sure	6/26/2018 6:34 PM
152	Meetings of any type for groups. Talks/classes education opts.	6/26/2018 6:30 PM
153	lectures, concerts, cultural events, lounge furniture to encourage students to spend time. See Amsterdam's new library for examples of well-used flex space used by students	6/26/2018 6:16 PM

New Downtown Library Survey

154	Moms group meetings, movie events, read a thons	6/26/2018 6:12 PM
155	Lecture Series	6/26/2018 6:11 PM
156	Craft workshops, kids birthdays, exercise meet ups	6/26/2018 6:07 PM
157	lectures, computer and other technology classes (how to download apps on phones or ipads, etc)	6/26/2018 5:57 PM
158	Home school meet ups	6/26/2018 5:52 PM
159	Leggo for kids reading for toddlers and young children	6/26/2018 5:51 PM
160	Something that the average person will not go to. Don't waste the taxpayer dollars	6/26/2018 5:36 PM
161	Have a day where teachers can take their students in order to utilize resources for research papers.	6/26/2018 5:31 PM
162	Book swap, author signings, book club	6/26/2018 5:29 PM
163	Not sure	6/26/2018 5:28 PM
164	MORE HEALTH AND WELLNESS INFORMATION/ CLASSES. COOKING, EXERCISE/ MEDITATION. CULTURAL AWARENESS...	6/26/2018 5:17 PM
165	Forums, local crafting and business, educational, events, festivals	6/26/2018 5:16 PM
166	Continued programs for youth and adults, holiday programs, literacy focused events.	6/26/2018 5:15 PM
167	Interesting speakers, debates, or educational presentations, poetry readings, classes on literature or writing, book clubs.	6/26/2018 5:01 PM
168	Book club meeting spaces, evening kids programs, teen events to gather and help with homework,	6/26/2018 5:00 PM
169	None	6/26/2018 4:53 PM
170	Any and all festivals and cons, it seems like they all take place in northern Suffolk with nothing downtown	6/26/2018 4:52 PM
171	Book clubs, other special-interest clubs like geo-caching, scrapbooking, etc.	6/26/2018 4:49 PM
172	Community reading events, non profit organizations could use library space for information meetings or other use, weekly reading program to get together	6/26/2018 4:49 PM
173	None	6/26/2018 4:44 PM
174	Suffolk History Museum	6/26/2018 4:37 PM
175	Small concerts (folk, string quartet), speakers/forums hosted in a small auditorium as part of the library (as in VA Beach)	6/26/2018 4:32 PM
176	Better children's programs	6/26/2018 4:29 PM
177	Genealogy programs, community meetings/meetings for small organizations	6/26/2018 4:22 PM

Q3 What kind of community events do you envision that could take place in the Library if given more space?

groups larger kids family reading library classes Book clubs
 meetings adults events Book programs
 teen community space children meeting space activities author

Q4 Are there programs that you participate in elsewhere that you would participate in at your Library if offered?

Answered: 160 Skipped: 59

#	RESPONSES	DATE
1	yes, art classes	7/16/2018 2:58 PM
2	Planetarium Shows via 3D Virtual Lab (i.e., Virtual Goggles) Movies Lego Robot or Robotics Demonstration or Instruction Touch a Truck Train Rides short with steam whistle as at VA Zoo Children under age 6 years enclosed carpeted sound-proof area with only one visible entry point access STEM	7/16/2018 9:47 AM
3	Workout classes	7/14/2018 10:16 AM
4	Meetings	7/13/2018 11:03 PM
5	Zine fests.	7/13/2018 10:48 PM
6	More pre k classes. And the ebook selection is not current newly released reading material.	7/13/2018 8:18 PM
7	Speakers	7/13/2018 2:58 PM
8	not that I can think of	7/13/2018 1:36 PM
9	It would be great to have programs that feature someone with a skill (for example- knitting, painting, etiquette lessons, local history, etc.) who would be willing to come share their knowledge in an informal setting.	7/13/2018 12:29 PM
10	No	7/13/2018 6:35 AM
11	No, but if the library did offer programs I would attend.	7/12/2018 7:32 AM
12	Exercise programs, art and painting mixers, book clubs	7/11/2018 7:47 PM
13	Possibly. It'd honestly depend on the types of (and times) programs to be offered.	7/11/2018 7:31 PM
14	Homeschool ones or technology ones	7/11/2018 6:55 PM
15	Meet authors, exercise classes, family histories	7/11/2018 6:47 PM
16	Literacy/tutoring programs, recycling and environmental programs	7/11/2018 11:44 AM
17	See above	7/11/2018 10:56 AM
18	No	7/11/2018 6:34 AM
19	Childcare, parents night	7/10/2018 9:03 PM
20	Crafting, cooking,	7/10/2018 8:48 PM
21	Not currently; but there is a real lack of hildrens programming in the area. Especially at convenient times - like 9 am.	7/10/2018 8:44 PM
22	Is this library going to act as a community center and a library? Will it have quiet space for reading? Meeting space for small groups like book clubs?	7/10/2018 6:42 PM
23	yes	7/10/2018 4:18 PM
24	Book Club/Literary Club meetings (40 people), other Club meetings and Board meetings	7/10/2018 12:58 PM
25	Lego challenge rooms	7/9/2018 12:24 PM
26	I already do lots of things at the North Suffolk Library but scheduling if more of an issue than lack of interest in your programs	7/9/2018 11:34 AM
27	No	7/9/2018 10:25 AM
28	Garden workshops	7/9/2018 9:37 AM
29	Mentoring	7/9/2018 9:01 AM

New Downtown Library Survey

30	Game night. Sports night	7/9/2018 12:10 AM
31	Yes	7/8/2018 10:44 PM
32	no	7/8/2018 5:55 PM
33	No.	7/8/2018 10:25 AM
34	Yes, a really good e book offering like the ones offered by Durham NC (my son's library), or Pittsburgh PA (my sister's library). The selection of ebooks offered by Suffolk (all three websites) are very disappointing.	7/8/2018 7:04 AM
35	Yes, a really good e book offering like the ones offered by Durham NC (my son's library), or Pittsburgh PA (my sister's library). The selection of ebooks offered by Suffolk (all three websites) are very disappointing.	7/8/2018 7:03 AM
36	None currently	7/6/2018 9:18 PM
37	Bigger selection of new books	7/6/2018 8:15 PM
38	Reserve a meeting room for community organizations.	7/6/2018 5:29 PM
39	No, however other libraries have much more to offer than Suffolk Public Libraries. Chesapeake and Virginia Beach offer a wide array of movies, music, games, and programs. Plus their hours of operation include evenings and Sunday!	7/6/2018 5:01 PM
40	Zumba or dance classes. They've been offered before and I've enjoyed them. More toddler events - Miss Shawna and Miss Francis are both great with the kids.	7/6/2018 12:34 PM
41	No but I would get involved in senior programming if offered.	7/6/2018 12:15 PM
42	no	7/6/2018 11:58 AM
43	N/A	7/6/2018 11:24 AM
44	Technical job training	7/6/2018 10:19 AM
45	No	7/6/2018 9:59 AM
46	Local art Local writers/book discussions Book clubs	7/5/2018 10:10 PM
47	NA	7/5/2018 4:15 PM
48	no	7/5/2018 2:03 PM
49	No	7/5/2018 12:40 PM
50	No	7/5/2018 12:00 PM
51	It is wonderful that the library wants to expand it's programing but it absolutely should have an educational component. We do have recreation centers to fill other needs.	7/5/2018 10:46 AM
52	On-line music programs.	7/5/2018 10:25 AM
53	Painting classes, genealogy classes, new technology classes, meet and greet authors	7/5/2018 8:30 AM
54	Genealogy	7/4/2018 9:47 PM
55	A bigger play area for small children and more learning resources such as Hooked on phonics, etc.	7/4/2018 8:45 PM
56	DVD lending as found in Franklin, able to track online what books you have already read as part of an online account,	7/4/2018 2:04 PM
57	I don't participate in any programs as of yet	7/4/2018 9:28 AM
58	Organization meetings	7/4/2018 9:15 AM
59	Na	7/4/2018 7:06 AM
60	craft shows	7/3/2018 4:54 PM
61	Writer's guild business meetings (space) gallery openings theater	7/3/2018 3:41 PM
62	Writer's classes, meeting spaces and quiet rooms for writing (I use The Muse in Norfolk)	7/3/2018 2:30 PM
63	Genealogy Concerts Special programs by different authors	7/3/2018 1:56 PM

New Downtown Library Survey

64	no	7/3/2018 1:50 PM
65	Scholastic Book Sales	7/1/2018 9:20 PM
66	Yes	6/30/2018 9:50 PM
67	Book clubs held in the library. Paint night or other crafty night for adults.	6/30/2018 4:03 PM
68	absolutely. Libraries are more central than some events.	6/30/2018 10:42 AM
69	I won't live here when I'm retired, but I would at that point in my life.	6/30/2018 6:19 AM
70	No	6/29/2018 10:39 PM
71	Maybe running/fitness groups	6/29/2018 9:00 PM
72	Book club	6/29/2018 5:49 PM
73	No	6/28/2018 9:08 PM
74	No.	6/28/2018 8:47 PM
75	Elsewhere, we have participated in toddler/early elementary Spanish classes (Chesapeake-Russell) and ballet classes (Norfolk-Slover). We would definitely participate in those, if offered. In general, foreign language and performing arts programs would be welcomed.	6/28/2018 7:39 PM
76	yoga classes for adults, painting classes for adults, more tween and teen programming	6/28/2018 5:37 PM
77	Are above. These are all offered elsewhere	6/28/2018 11:48 AM
78	Yoga. Oils classes	6/28/2018 10:29 AM
79	N/A	6/28/2018 9:48 AM
80	No	6/28/2018 8:21 AM
81	Not really	6/28/2018 7:51 AM
82	PaintNight style events.	6/27/2018 11:24 PM
83	Musical events. Book signings. Gardening events.	6/27/2018 10:38 PM
84	Book sales	6/27/2018 9:13 PM
85	Board meetings such as Literacy, bridge classes or art lesons, tutoring programs,	6/27/2018 5:35 PM
86	No	6/27/2018 5:13 PM
87	not sure	6/27/2018 5:04 PM
88	ldk	6/27/2018 4:34 PM
89	New mothers are driving to Norfolk to take advantage of their baby activities, we need that in Suffolk!	6/27/2018 3:12 PM
90	Digital studios, computer programming	6/27/2018 3:10 PM
91	n/a	6/27/2018 3:09 PM
92	Paint night	6/27/2018 1:48 PM
93	A Makerspace, Figure drawing group,	6/27/2018 1:05 PM
94	Paint nights	6/27/2018 12:21 PM
95	See answer previously provided for #3.	6/27/2018 12:07 PM
96	No	6/27/2018 7:18 AM
97	Crafts. Knitting and crocheting.	6/27/2018 6:39 AM
98	Youth programs	6/27/2018 6:11 AM
99	Paint night, group exercises	6/27/2018 2:50 AM
100	Art classes, puzzle competitions (Portsmouth Library), knitting, crocheting, volunteer activities, trivia night, sip and paint night, coloring club, bingo	6/27/2018 1:22 AM
101	Free to public, family friendly outings! Movies, craft nights, game nights, etc	6/27/2018 12:02 AM

New Downtown Library Survey

102	No	6/26/2018 11:47 PM
103	<p>Yarn art like knitting or crochet. I think that is offered only at the North Suffolk Library (I'm close to Downtown and Chuckatuck) at an inconvenient time. At a more convenient time would be great, but better yet having it at different locations not just North Suffolk or having different types of classes (one for just knitting/crocheting while chatting together, one for actually having an instructor teach a class) would be nice. Right now I go to a private tutor that teaches small classes in Driver. Dance, whether it be line dance, square dance, Zumba, MixxedFit. I do these at the YMCA, but have heard about similar programs at the downtown library. Curious but have never been. I was discouraged between the inconvenient time and imagining how small space would do with a class like that compared to the bigger space other facilities have. Painting and visual arts. I paint digitally, on canvas, and on rocks. I go to paint nights and classes through the cultural arts center. But most of my work I do on my own, and have tried bringing my painting supplies and painted during times my child is in class at the library. Better STEAM activities for children ages 3-7 and 8-12. The activities now are suitable more for the 2-5 age group and too babyish, I stopped taking my children after I felt like they aged out when they were 4 and older. I'd much rather take my children to the activities at the Living Museum, Zoo, or Botanical Garden because their activities are much more appropriate for my children. The downtown library doing the outdoor learning garden this summer is the right idea. Activities like that is appropriate for a wider age range, and different age levels with get different aspects of plants and gardening. Better music and movement classes for the ages 3-8. When they move the class outdoors they have the right idea, giving more space for children to move, make more noise, and play. The current indoor space is too small and the activities again are suitable more for the 1-3 age group, not so much 3 and up. The Rec Center and the YMCA do a much better job making music and movement classes that are not for babies.</p>	6/26/2018 10:31 PM
104	4H, scouts, Spanish language programs, playgroups	6/26/2018 10:29 PM
105	Dance classes, aerobics classes, painting classes, crafting classes, cake decorating classes, sewing classes	6/26/2018 10:24 PM
106	No	6/26/2018 9:53 PM
107	Exercise programs, paint parties	6/26/2018 9:53 PM
108	We participate in children's activities offered. The art activities that the north Suffolk library offers at the park.	6/26/2018 9:49 PM
109	Community planning development information	6/26/2018 9:23 PM
110	Yes	6/26/2018 9:16 PM
111	Art programs	6/26/2018 9:15 PM
112	None that I can think of. I think you need to have bigger and better selection of books.	6/26/2018 9:09 PM
113	How-to classes or workshops	6/26/2018 9:09 PM
114	Guest speakers	6/26/2018 9:08 PM
115	Music lessons	6/26/2018 9:02 PM
116	Adult creative classes	6/26/2018 8:58 PM
117	I can't think of any.	6/26/2018 8:46 PM
118	No	6/26/2018 8:28 PM
119	I haven't participated in any	6/26/2018 8:26 PM
120	No	6/26/2018 8:24 PM
121	N/A	6/26/2018 8:22 PM
122	I think we have a wide variety of classes to choose from here in Suffolk.	6/26/2018 8:15 PM
123	Classes	6/26/2018 8:04 PM
124	book clubs, listening to musicians perform	6/26/2018 7:59 PM
125	no	6/26/2018 7:50 PM
126	Upper elementary and middle school aged book clubs, paint night, ceramics,	6/26/2018 7:43 PM
127	Not sure	6/26/2018 7:41 PM

New Downtown Library Survey

128	No	6/26/2018 7:34 PM
129	African American programs.	6/26/2018 7:32 PM
130	No	6/26/2018 7:30 PM
131	Look at Slover Library in Norfolk. They have a lot of AMAZING programs.	6/26/2018 7:26 PM
132	Ballet	6/26/2018 7:15 PM
133	Yes	6/26/2018 7:10 PM
140	Yes! A free ballet class at Slover library, with a simultaneous toddler time so both of my children have something to do. We also love the play spaces set up there.	6/26/2018 6:12 PM
141	Do not want to compete with SCCA...	6/26/2018 6:11 PM
144	No Don't waste taxpayer dollars	6/26/2018 5:36 PM
146	Book club	6/26/2018 5:29 PM
147	No	6/26/2018 5:28 PM
148	I WOULD LOVE TO MEDITATE AT THE LIBRARY...	6/26/2018 5:17 PM
149	I use the VB and Chesapeake libraries and don't use Suffolk at all even though I am a resident of Suffolk.	6/26/2018 5:16 PM
150	Book clubs.	6/26/2018 5:15 PM
151	Discussion groups or classes on topics like U.S. Constitution, Bill of Rights, Civics, various perspectives on U.S. and world history, small business skills, and financial and economic literacy.	6/26/2018 5:01 PM
152	Yoga at the library Monday, Wednesday, Friday evenings Pilates at the library Book club	6/26/2018 5:00 PM
153	No	6/26/2018 4:53 PM
154	Drag story times, computer classes	6/26/2018 4:52 PM
155	genealogy research	6/26/2018 4:49 PM
156	Do not participate in other areas due to far drive but would be more involved in local library if events were offered for children. Especially during evening or weekends as many working parents are not able to attend story time during regular business hours	6/26/2018 4:49 PM
157	No	6/26/2018 4:44 PM
158	As above	6/26/2018 4:32 PM
159	Exercise moms group	6/26/2018 4:29 PM
160	children's programs at convenient times	6/26/2018 4:22 PM

Q4 Are there programs that you participate in elsewhere that you would participate in at your Library if offered?

BOOK times art space book clubs craft offered events
 classes painting programs group library Paint night
 Yes better meetings night Suffolk children

Q5 Please Rank the following Space needs in your Public Library:

Answered: 219 Skipped: 0

New Downtown Library Survey

	MUST HAVE	NICE TO HAVE, BUT NOT CRITICAL	DON'T NEED	TOTAL	WEIGHTED AVERAGE
Food and Beverage Area	12.15% 26	49.07% 105	38.79% 83	214	1.73
Help Desk	92.59% 200	6.02% 13	1.39% 3	216	2.91
Area for Ages 0-5	86.57% 187	8.80% 19	4.63% 10	216	2.82
Area for Ages 6-12	77.78% 168	18.98% 41	3.24% 7	216	2.75
Area for Teens	68.84% 148	26.98% 58	4.19% 9	215	2.65
Digital Gaming Stations or Rooms	13.55% 29	42.06% 90	44.39% 95	214	1.69
Comfortable Seating	81.57% 177	17.05% 37	1.38% 3	217	2.80
Small Conference/Meeting Rooms (for 2-8 people)	60.00% 129	33.95% 73	6.05% 13	215	2.54
Medium Conference/Meeting Rooms (for 10-25 people)	59.81% 128	35.05% 75	5.14% 11	214	2.55
Large Conference/Meeting Rooms (for 30-100 people)	33.02% 71	52.56% 113	14.42% 31	215	2.19
Large Assembly Room (200 people)	18.22% 39	55.14% 118	26.64% 57	214	1.92
Local History/Genealogy Room	40.28% 87	49.07% 106	10.65% 23	216	2.30
Nursing and Crying Room	36.62% 78	48.36% 103	15.02% 32	213	2.22
Quiet Reading Room	65.42% 140	29.44% 63	5.14% 11	214	2.60
Study Rooms	65.88% 139	28.91% 61	5.21% 11	211	2.61
Maker Spaces/Spaces for Creative Projects	36.74% 79	51.63% 111	11.63% 25	215	2.25
Parking	95.87% 209	3.21% 7	0.92% 2	218	2.95
Bicycle Parking	64.95% 139	30.37% 65	4.67% 10	214	2.60
Stroller Parking	38.97% 83	52.11% 111	8.92% 19	213	2.30

#	OTHER (PLEASE SPECIFY)	DATE
1	Family and or Unisex Restrooms. Changing station in the form of a pull out shelf with railing; trash receptacle near changing table; lowered sink for toddlers to reach sink or step type platform for child to reach sink; push lever to activate water because push down handles and motion sensor activation is difficult for young children; toddler seat inside stall that flips down and stows up; increase time delay on auto-flush as not to startle younger children; hand dryers are high noise pollution and bothers children whose ears are beneath dispersing area; large stalls for stroller.	7/16/2018 9:47 AM
2	Needs to be a library, not a community center!	7/8/2018 10:25 AM
3	Meeting rooms are nice but not sure what sizes best	7/8/2018 7:04 AM

New Downtown Library Survey

4	Meeting rooms are nice but not sure what sizes best	7/8/2018 7:03 AM
5	Handicap accessibility	7/6/2018 9:59 AM
6	Clean bathrooms	7/5/2018 10:10 PM
7	listening room for music or videos able to see in room so no monkey business takes place! but not hear outside of room..	7/4/2018 2:04 PM
8	Breastfeeding space is very important, but also as important is signage letting Mother's know your facility is breastfeeding friendly is a must. A woman is legally protected and allowed to feed her child anywhere she is allowed to be in the state of Virginia. Making mothers (especially new moms) feel that they have to lock themselves in a room to feed is alienating. The room should be there for the Mother's comfort, not as an exile so the public doesn't have to view this natural normal act.	7/4/2018 9:28 AM
9	Exhibit Space or Gallery for changing exhibits, sound proof music room, cafe.	7/3/2018 3:41 PM
10	Multi purpose space for 100 people.	7/2/2018 4:13 PM
11	Resource area for takeaway items citizens can use....soil sample kits, organization pamphlets, etc.	6/30/2018 6:19 AM
12	Handicapped accessibility to all areas, elevator if more than one floor.	6/27/2018 1:22 AM
13	I was there today for toddler story time there was no area for me to breastfeed my infant so we had to leave during stay in play. This is critical area that you need.	6/26/2018 9:49 PM
14	a simple cafe is a very good compatible amenity but maybe less critical than adjacent businesses that would make a vibrant destination in which the library would be located	6/26/2018 6:16 PM
15	Separate area for kids away from the main doors, because this particular location has incidents where someone is violent or not mentally stable, and the children need to have a safe area. I don't think I've been at the library many times in downtown where there wasn't some sort of incident where safety was a concern. Would love to have a full time guard there.	6/26/2018 6:12 PM
16	Parking now a big problem must have better parking.we are in our seventies and at times can not find a place to park.	6/26/2018 5:51 PM
17	Convenient handicap parking and an elevator for wheelchairs.	6/26/2018 5:15 PM
18	Suffolk History Museum	6/26/2018 4:37 PM

Q6 Where is your favorite space to be in your Library and what do you like most about this space

Answered: 183 Skipped: 36

#	RESPONSES	DATE
1	in the racks of books. I love to browse	7/16/2018 2:58 PM
2	At Norfolk's ODU Library, the small private room and good lighting (natural or LED) and individual seating. At my local Suffolk library browsing the shelves would be a favorite.	7/16/2018 9:47 AM
3	Genealogy research area. It is quiet and comfortable	7/14/2018 10:16 AM
4	Comfortable seating away from traffic	7/13/2018 11:03 PM
5	The room at Newport News with all the microfilms.	7/13/2018 10:48 PM
6	It use to be in any chair but now everyone is too loud.	7/13/2018 8:18 PM
7	Sitting in a comfortable chair with good lighting(natural light would be good). Need lots of Windows letting in light and nature	7/13/2018 2:58 PM
8	wandering around the fiction section	7/13/2018 1:36 PM
9	Genealogy and history	7/13/2018 1:04 PM
10	I like sitting in a quiet corner in a comfy chair when I get the chance. I have three little kids so it's nice to get a break. If I have them with me though I like the kids section. They love the toys and being able to pick out new books to take home.	7/13/2018 12:29 PM
11	Reading areas inside the main portion and the open area outside the library entrance (North Suffolk).	7/13/2018 6:35 AM
12	Quiet area for reading.	7/12/2018 10:39 AM
13	The study rooms, I'm easily distracted and it's nice to be able to shut myself off from everyone and get work done	7/12/2018 8:25 AM
14	Little quiet areas near the books so I can sit down in a chair and read half of a book before I decide I want to take it home! Sitting areas near each section of books, ie the kids section, adult section, YA section, etc.	7/12/2018 7:32 AM
15	I don't currently have a space in our library. It's cramped and noisy, and most often the tables are not available.	7/11/2018 7:47 PM
16	Tables where I can set up my laptop and study	7/11/2018 7:31 PM
17	Kids area	7/11/2018 6:55 PM
18	Periodical reading section	7/11/2018 5:07 PM
19	Partitioned desk with outlets	7/11/2018 1:04 PM
20	Nonfiction shelving - large selection and variety.	7/11/2018 11:44 AM
21	Reading chairs: comfortable, quiet	7/11/2018 10:56 AM
22	Libraries are dying and unnecessary. This is for the people who bought up the property to make money.	7/11/2018 6:34 AM
23	Toddler play are. It would be nice if parents could browse the adult section and still be able to monitor their children.	7/10/2018 9:03 PM
24	Periodical area, open reading space	7/10/2018 8:48 PM
25	Quiet space; read an actual book	7/10/2018 8:44 PM
26	I enjoy the center area occupied by the computers because I can see everyone in the library and interact with them. In other libraries I appreciate a safe desk space to spread out my things and do research and writing.	7/10/2018 6:42 PM

New Downtown Library Survey

27	computer and magazine areas	7/10/2018 4:18 PM
28	I just like to wander the aisles looking at books. I also like the seats near the magazines currently.	7/10/2018 12:58 PM
29	Kids area for cold or rainy days	7/9/2018 3:26 PM
30	Quiet rooms	7/9/2018 12:24 PM
31	I don't have a favorite space. I like that the staff is accepting of my daughter with autism.	7/9/2018 11:34 AM
32	Sitting on the benches that are placed near the shelves discovering NEW books.	7/9/2018 10:25 AM
33	I like to be in the stacks looking at books	7/9/2018 9:37 AM
34	I telework and the library is a nice place to go if my internet goes down. I also take my grandkids to children's section.	7/9/2018 9:01 AM
35	Children's corner for 0-5 with my 3 young children	7/9/2018 12:49 AM
36	Table: flat,spacious surface provides room to spread out materials. It is usually well lit.	7/9/2018 12:10 AM
37	In a room for children that might cry and that is a little more private. I like thus because I am a nursing mother.	7/8/2018 10:44 PM
38	Anywhere there are books because I love to read.	7/8/2018 5:55 PM
39	Among the books.	7/8/2018 10:25 AM
40	New book section and front area of Morgan because light is better there and I enjoy browsing what new books are in.	7/8/2018 7:04 AM
41	New book section and front area of Morgan because light is better there and I enjoy browsing what new books are in.	7/8/2018 7:03 AM
42	Quiet areas where I can read and stay focused without interruption.	7/6/2018 9:18 PM
43	Comfortable seating with natural light	7/6/2018 8:15 PM
44	Quite reading room is my favorite place where I can read in peace.	7/6/2018 5:29 PM
45	My favorite space is walking the book racks and perusing all the hard copy books. I also enjoy the periodical section as well. If I'm at the Chesapeake or Virginia Beach Libraries then I would check out the movies, music, and games too.	7/6/2018 5:01 PM
46	Kids area in NSL	7/6/2018 12:34 PM
47	N/A	7/6/2018 12:15 PM
48	The stacks if there were still any books in them.	7/6/2018 11:58 AM
49	Kids area. Love taking my kids to all the activities for kids and story times. It's a great place to take kids to play even when there are no activities. Since we started going to library we have increased our book count dramatically and my kids are more interested in reading	7/6/2018 11:24 AM
50	Children's section my son loves that it's kid friendly	7/6/2018 10:19 AM
51	Comfortable seating in quiet stea	7/6/2018 9:59 AM
52	Card catalog	7/6/2018 8:21 AM
53	Quiet reading area	7/5/2018 10:10 PM
54	Library stacks (bookshelves), Quiet area for reading and working	7/5/2018 4:15 PM
55	General area at entrance...it is welcoming.	7/5/2018 2:03 PM
56	I like the quiet peacefulness of a library with every book at my fingertips! But I really want a bright very open spaced library...not dark...not crowded with every space filled.	7/5/2018 12:44 PM
57	Quiet reading areas. If time permits in my schedule I enjoy a quiet reading area so that I can browse through a new read before I check it out.	7/5/2018 12:40 PM
58	Quiet space to do work (school work, employment work)	7/5/2018 12:00 PM
59	A quiet reading area with natural light, comfortable chairs and a few plants is very inviting.	7/5/2018 10:46 AM
60	Book shelves and the capacity to digitally search for books.	7/5/2018 10:25 AM

New Downtown Library Survey

61	I love the children's area in one of the libraries I attend frequently. I like that it has play opportunities, nice seating, and it is separated from the adult section with one doorway so children cannot run out easily	7/5/2018 9:04 AM
62	comfortable chair away from other people so I can have a quiet place to read	7/5/2018 8:30 AM
63	Sitting area	7/4/2018 9:47 PM
64	Quiet reading area away from heavy traffic. I like this area because it is less distracting and I can get a lot more reading done.	7/4/2018 8:45 PM
65	never stay in library, but north suffolk seating area just outside library portion is nice.	7/4/2018 2:04 PM
66	The childrens area with its cozy seating and things for small children to climb and read on.	7/4/2018 9:28 AM
67	Study space	7/4/2018 9:15 AM
68	Study room	7/4/2018 7:06 AM
69	All over. I enjoy walking through & looking at books & CD's. It's nice to be able to sit & look through a magazine	7/3/2018 4:54 PM
70	Searching for books/books on CD/shelves of books	7/3/2018 3:41 PM
71	Among the stacks	7/3/2018 2:30 PM
72	I like to have a comfortable seating area to read magazines or books before checking them out. Also an area with tables to write if doing research.	7/3/2018 1:56 PM
73	I like the common space to read magazines, books, newspapers, etc.	7/3/2018 1:50 PM
74	I go to Library in another city they have a living room setting with gas fire place and seating. Love that area.	7/2/2018 4:13 PM
75	Of course in the children's books and the areas used for children's story time.	7/1/2018 9:20 PM
76	Kids area... hands on activities	7/1/2018 7:44 PM
77	Reading area with comfortable sofas.	6/30/2018 11:10 PM
78	Study cubicles	6/30/2018 9:50 PM
79	Table that I can I can look at books and be on my laptop.	6/30/2018 4:36 PM
80	Lately my visits have been limited to choosing books to read or listen to on CD.	6/30/2018 4:03 PM
81	Any conference room available	6/30/2018 10:42 AM
82	Books	6/30/2018 6:19 AM
83	Book area and computer area	6/29/2018 10:39 PM
84	Pretty content to tuck away in a corner somewhere	6/29/2018 9:00 PM
85	Periodical space. I like to sit over there and read.	6/28/2018 9:08 PM
86	The stacks. Because books.	6/28/2018 8:47 PM
87	My favorite spot is probably in the room upstairs because my kids are usually doing something fun and/or educational (not because the room is that awesome on its own).	6/28/2018 7:39 PM
88	a quiet comfortable spot to read-- I like feeling safe at the library; not always the case at MM.	6/28/2018 5:37 PM
89	I don't have a favorite.	6/28/2018 11:48 AM
90	Not one in current library	6/28/2018 10:29 AM
91	Reading areas and space to relax and read.	6/28/2018 9:48 AM
92	Historic references	6/28/2018 8:36 AM
93	I seldom use space at the library other than to check out books	6/28/2018 8:21 AM
94	Kids area. Like the selection of books	6/28/2018 7:51 AM
95	Where my kids are having fun and I can keep them safe. Kids sized potty nearby and area not open to the rest of the patrons.	6/27/2018 11:24 PM
96	Reading and study areas. Event room.	6/27/2018 10:38 PM

New Downtown Library Survey

97	Relaxing seats to read	6/27/2018 9:13 PM
98	My favorite place is the big comfy chairs in the toddler/kids area. I can sit and read something while my boys play and/or read.	6/27/2018 6:10 PM
99	Browse in book sections	6/27/2018 5:35 PM
100	I like to browse in the "stacks"	6/27/2018 5:13 PM
101	periodicals	6/27/2018 5:04 PM
102	My children love the play areas	6/27/2018 4:34 PM
103	Anywhere comfortable!	6/27/2018 3:12 PM
104	Flexible seating areas where I can review books at my leisure	6/27/2018 3:10 PM
105	Kids area 3-7 ages to read to my grand kids	6/27/2018 3:09 PM
106	Book Stacks - depends on what I am looking for - novel for entertainment, philosophy for expanding my mind, how to or art books for creativity.	6/27/2018 2:41 PM
107	Any quiet study areas I can find that day	6/27/2018 1:48 PM
108	Either using the public computers or the secluded study areas	6/27/2018 1:05 PM
109	Comfy chairs	6/27/2018 12:21 PM
110	Conference room. Versatility.	6/27/2018 12:07 PM
111	rows of books	6/27/2018 11:24 AM
112	Toy section	6/27/2018 7:18 AM
113	A quiet area to sit and look through books.	6/27/2018 6:39 AM
114	Toddler reading	6/27/2018 6:11 AM
115	currently, my favorite space is a place to introduce grandchildren to library. the space should be available/secure only to children and their caregivers.	6/27/2018 5:48 AM
116	Open front area for meetings with other groups	6/27/2018 2:50 AM
117	A comfortable reading space, a study space that is quiet with table - carrels are nice, community area with large tables for meetings and activities closed off to the main area to contain the sound	6/27/2018 1:22 AM
118	Reading chairs near YA section! I like a comfy chair to read in while I narrow my selections	6/27/2018 12:02 AM
119	Actually my favorite is at Slover Library in Norfolk. I enjoy working in their quiet rooms and use their meeting rooms frequently. Also, they have a whole floor donated to kids and kid activities.	6/26/2018 11:47 PM
120	The children's section because my kids are always with me	6/26/2018 11:11 PM
121	It depends on what I am doing that day. If I am there and dropped off my child for a class and brought my painting supplies, I like setting up at one of the bigger rectangle tables so I can spread out my supplies some and work. It's toward the back of the library in between some adult books so people usually don't bother me. That's my quiet but not claustrophobic space. If I am there to browse, being between the stacks makes me happy. Just surrounded by books and I can pull one out and skim what I want. If I am there to read more in depth, one of the comfortable cushiony seats is where I like to be. Usually with a book I am planning on borrowing and want to get a head start or one of the periodicals that I wanted to read.	6/26/2018 10:31 PM
122	Currently the kids area bc the kids can play with toys we don't have at home, socialize with others kids and are shortly occupied while I look for books	6/26/2018 10:29 PM
123	I love the kids play area because i can sit and read while they play or do work and my kids are occupied and safe.	6/26/2018 10:24 PM
124	Quiet reading area as well as the children's room	6/26/2018 9:53 PM
125	Tables out in the open	6/26/2018 9:53 PM
126	My daughter loves the toddler play area.	6/26/2018 9:49 PM
127	Quiet chair or table	6/26/2018 9:28 PM
128	Stacks	6/26/2018 9:23 PM

New Downtown Library Survey

129	Upstairs programming room; great space for kids programming	6/26/2018 9:20 PM
130	Reference desk.	6/26/2018 9:16 PM
131	The stacks. I just love browsing the books.	6/26/2018 9:15 PM
132	I feel like the library now is really cramped and there isn't enough room to hang out and just read.	6/26/2018 9:09 PM
133	Near a window in a comfy chair if there is one. I go to North Suffolk library often for those cozy type spots.	6/26/2018 9:09 PM
134	Quiet reading areas with comfortable chairs	6/26/2018 9:08 PM
135	Nowhere is really that safe or comfortable	6/26/2018 9:02 PM
136	Comfortable reading seating	6/26/2018 8:58 PM
137	Computers	6/26/2018 8:50 PM
138	the area in front of the magazines and the meeting room.	6/26/2018 8:46 PM
139	Books	6/26/2018 8:28 PM
140	I really don't have one	6/26/2018 8:26 PM
141	Browsing the stacks. Like the peace and quiet of it.	6/26/2018 8:24 PM
142	N/A	6/26/2018 8:22 PM
143	I tend to visit and leave unless I am involved in a class.	6/26/2018 8:15 PM
144	Looking through the shelves	6/26/2018 8:04 PM
145	Circulation, because I can talk with the staff at the desk.	6/26/2018 7:59 PM
146	Children's area where my kids can safely play	6/26/2018 7:52 PM
147	reading room	6/26/2018 7:50 PM
148	The stacks	6/26/2018 7:43 PM
149	All of it	6/26/2018 7:41 PM
150	I have no favorite space.	6/26/2018 7:34 PM
151	The downtown library has outgrown it's space. There are not enough spaces to have a favorite place to be in the library.	6/26/2018 7:32 PM
152	N/a	6/26/2018 7:30 PM
153	In the stacks!	6/26/2018 7:26 PM
154	Kids area and quiet reading area	6/26/2018 7:15 PM
155	I like the individual study cubbies. It allows for independent thinking, studying and working.	6/26/2018 7:10 PM
156	Lounge seating	6/26/2018 6:52 PM
157	Reading area	6/26/2018 6:40 PM
158	One of the quieter areas, but I don't think it should take up the whole library.	6/26/2018 6:37 PM
159	quiet areas	6/26/2018 6:34 PM
160	I use the records room/historically documents	6/26/2018 6:30 PM
161	flex-space. casual, un-intimidating, productive	6/26/2018 6:16 PM
162	My kids love the play area. They love playing with all the toys.	6/26/2018 6:12 PM
163	Choosing Books	6/26/2018 6:11 PM
164	quiet rooms for reading or doing research or classwork	6/26/2018 5:57 PM
165	I like dedicated children's areas with comfortable seating for adults who are attending with their children.	6/26/2018 5:52 PM
166	We usually just get books	6/26/2018 5:51 PM
167	I have not been in the library in many years. In today's world we can do it from home or school	6/26/2018 5:36 PM

New Downtown Library Survey

168	At a table off to the side so I can do research quietly	6/26/2018 5:31 PM
169	Quiet corner to browse periodicals	6/26/2018 5:29 PM
170	No favorite space	6/26/2018 5:28 PM
171	I DONT SPEND TIME IN MY LIBRARY. ITS OLD AND UNINVITING. THE SPACE IS NOT COMFORTABLE. IT TAKE MY READING MATERIALS HOME	6/26/2018 5:17 PM
172	I sometimes use the library as my office or study away from home. My favorite library is the Chesapeake main branch. I have used the coffee shop at the VB main branch and enjoy that.	6/26/2018 5:16 PM
173	I like being in the stacks because it's where the books are.	6/26/2018 5:15 PM
174	On the floor in the art book aisle.	6/26/2018 5:01 PM
175	My kids play in the kitchen area and I read and look for books.	6/26/2018 5:00 PM
176	Fiction stacks	6/26/2018 4:53 PM
177	in craft programs!	6/26/2018 4:52 PM
178	Seating for reading ..	6/26/2018 4:49 PM
179	Reading nook provides quiet area without being away in a separate room	6/26/2018 4:49 PM
180	Quiet book shelves and reading area.	6/26/2018 4:44 PM
181	Quiet areas in comfortable chairs, or at a computer desk	6/26/2018 4:32 PM
182	Children's area where thru can play without disturbing others	6/26/2018 4:29 PM
183	meeting rooms	6/26/2018 4:22 PM

Q6 Where is your favorite space to be in your Library and what do you like most about this space

stacks sit children tables space love books play read
 browsing area section quiet seating library work room
 comfortable study kids

Q7 Where is your least favorite place to be in your Library and what do you like least about this space?

Answered: 168 Skipped: 51

#	RESPONSES	DATE
1	The downtown library is dark, crowded and dirty looking. I drive to NS instead. IT makes me sad because I have used the downtown library since it was in Lakeside.	7/16/2018 2:58 PM
2	The artificial lighting is not sufficient. Limited computer search and use stations.	7/16/2018 9:47 AM
3	Computer room. Just too many people. Maybe they can be smaller, separate rooms	7/14/2018 10:16 AM
4	Around front desk. Too noisy	7/13/2018 11:03 PM
5	Kids areas! Kids are too noisy for the library! Sorry/not sorry.	7/13/2018 10:48 PM
6	The middle where computers are because of people actions and what they are looking at on screen. Also not enough places to look up books you need to find. Va beach has library services for impaired vision my mom uses the player they sent for free and the cartridges get mailed for free how great is that!	7/13/2018 8:18 PM
7	Bathroom--the present ones are quite nasty and scary to go into. I do not like their placement off in a corner--there is a better way/plan. The computer area is too noisy and active--perhaps have several stations for computers.	7/13/2018 2:58 PM
8	n/a	7/13/2018 1:36 PM
9	N/A	7/13/2018 12:29 PM
10	Check out line	7/12/2018 10:39 AM
11	My home town library children's section is right in the middle so when the kids in there get rowdy you can hear it anywhere you go.	7/12/2018 7:32 AM
12	Everywhere, because its cramped and noisy.	7/11/2018 7:47 PM
13	Noisy areas	7/11/2018 7:31 PM
14	None	7/11/2018 6:55 PM
15	restroom, not large enough no place to place your books or purse	7/11/2018 6:47 PM
16	None identified.	7/11/2018 5:07 PM
17	Kids room - don't have kids so feels awkward to be in there as an adult	7/11/2018 11:44 AM
18	Computer area: way to busy, active, and noisy	7/11/2018 10:56 AM
19	See above.	7/11/2018 6:34 AM
20	Na	7/10/2018 9:03 PM
21	Reference area: overwhelming.	7/10/2018 8:48 PM
22	It's the library; I'm not sure there is a bad space. But love an open library with a lot of natural light.	7/10/2018 8:44 PM
23	The bathroom is small, old and out of the way. I wish it was brighter, cleaner and more spacious.	7/10/2018 6:42 PM
24	childrens' space and childens' computer area- not enough spacing- too small and cluttered- toys in walk-way- accident hazards- safety concerns	7/10/2018 4:18 PM
25	N/a	7/9/2018 3:26 PM
26	computer area - I like to be disconnected from everything and just read	7/9/2018 12:24 PM
27	no place is bad	7/9/2018 11:34 AM

New Downtown Library Survey

28	The computer section for public use, the people using the computers are not respecting the rules, being too loud, using cell phones, using headphones that are turned up too loud, talking over each other. A LIBRARY is supposed to be a quiet area for reading and discovering. To enjoy it in a peaceful area, many days it is NOT peaceful in the downtown library.	7/9/2018 10:25 AM
29	lobby with food and talking	7/9/2018 9:37 AM
30	Entrance to n Suffolk. A lot of people hang out there	7/9/2018 9:01 AM
31	n/a	7/9/2018 12:49 AM
32	Ear the kid's room. Too noisy.	7/9/2018 12:10 AM
33	I don't really have a least favorite place.	7/8/2018 10:44 PM
34	none	7/8/2018 5:55 PM
35	Entertainment spaces.	7/8/2018 10:25 AM
36	Back of stacks where lightning is poor and space feels cramped.	7/8/2018 7:04 AM
37	Back of stacks where lightning is poor and space feels cramped.	7/8/2018 7:03 AM
38	Video Gaming areas... these areas seem to attract those that get consumed by gaming devices. Lose touch with reality!	7/6/2018 9:18 PM
39	None	7/6/2018 8:15 PM
40	Out on the general floor because there is too much noise.	7/6/2018 5:29 PM
41	The bathrooms. The North Suffolk Library has fairly clean bathrooms and there is a shelf to hold your books, but most of the libraries don't consider the need of a shelf. Sometimes we do not bring a bag, but we may still borrow a book.	7/6/2018 5:01 PM
42	The area that featured the pride month info. Because it was right in front of the kids section and had nothing to do with reading.	7/6/2018 12:34 PM
43	N/A	7/6/2018 12:15 PM
44	The rest rooms because they are not clean and most other parts of the building are not clean either.	7/6/2018 11:58 AM
45	N/A	7/6/2018 11:24 AM
46	I think all spaces function as designed and well utilized	7/6/2018 10:19 AM
47	Na	7/6/2018 9:59 AM
48	None	7/6/2018 8:21 AM
49	Can't think of any	7/5/2018 10:10 PM
50	Near children's area because of noise	7/5/2018 4:15 PM
51	conference rooms. Facility is old and smells funny.	7/5/2018 2:03 PM
52	On a dark cramped aisle!	7/5/2018 12:44 PM
53	I enjoy all areas of my library. I have a young child so I especially like when there are comfortable areas for her to read a book or just browse through the books.	7/5/2018 12:40 PM
54	N/A	7/5/2018 12:00 PM
55	The empty areas are my least favorite, and now the empty book shelves.	7/5/2018 10:46 AM
56	Places where people need to talk. I like it quiet. Separating the two places would be nice.	7/5/2018 10:25 AM
57	Small bathroom, inconvenient parking	7/5/2018 9:04 AM
58	Near the front desk. Too much activity but necessary.	7/5/2018 8:30 AM
59	N/A	7/4/2018 9:47 PM
60	The lighting is poor inside the building and it needs to be brighter.	7/4/2018 8:45 PM
61	kids section of morgan library does not seem inviting to sit and read books together and not have to take them home...	7/4/2018 2:04 PM

New Downtown Library Survey

62	I don't love most music/audio book sections. They feel dark and clinical. A warmer friendlier space would be more inviting	7/4/2018 9:28 AM
63	The meeting space is too inclosed.	7/4/2018 9:15 AM
64	Game room	7/4/2018 7:06 AM
65	I can't think of any	7/3/2018 4:54 PM
66	front lobby - loud unattended children/tweens	7/3/2018 3:41 PM
67	Near the door where it is noisy or in the kids section if I want quiet	7/3/2018 2:30 PM
68	None	7/3/2018 1:56 PM
69	I think the current overall space is too dark - need skylights or lighting that brightens space	7/3/2018 1:50 PM
70	I like study rooms for one person. I like no distractions when possible.	7/2/2018 4:13 PM
71	The ridiculous parking lot, need I say more.	7/1/2018 9:20 PM
72	Computers...crowded together and people are loud	7/1/2018 7:44 PM
73	Entryway is cavernous and not welcoming.	6/30/2018 11:10 PM
74	Public computer terminals because no privacy when working. Anyone can see what you're working on and it is a identity theft risk	6/30/2018 9:50 PM
75	The cramped public use computer area. Having kids and teens watching music videos and singing along.	6/30/2018 4:03 PM
76	Check out.	6/30/2018 10:42 AM
77	Computerssome folks could on their own instead of spending their money on expensive clothing, jewelry, cars, etc. Instead their using them slows down everyone else's.	6/30/2018 6:19 AM
78	Children's space, ok if separated but if not can be loud for others	6/29/2018 10:39 PM
79	Generally avoid any crowd	6/29/2018 9:00 PM
80	I don't like any area where there are children or teens running around. I like quiet places in a library.	6/28/2018 9:08 PM
81	Anywhere where there are screaming children, or people who can't talk at a normal volume, or around the computers where people don't use headphones.	6/28/2018 8:47 PM
82	My least favorite place to be is near the computers because there is often something on the screens that I don't want my children to see.	6/28/2018 7:39 PM
83	Around the "regulars" that may be homeless that are staring at me and making me uncomfortable. Our current library is dark and uninviting.	6/28/2018 5:37 PM
84	Dont have a least favorite either	6/28/2018 11:48 AM
85	Crowded	6/28/2018 10:29 AM
86	Noisy areas where patrons are doing skits, plays, storytimes and creative arts.	6/28/2018 9:48 AM
87	N/A	6/28/2018 8:21 AM
88	Kids area. It's open to the entire library and the kids can get loud	6/28/2018 7:51 AM
89	A totally open kids area where little kids can run away, or public can just sit near kids without kids if their own.	6/27/2018 11:24 PM
90	Crowded computer areas. It is too personal. Video areas where movies are endless. (Too many to sort thru) Crowded reception areas.	6/27/2018 10:38 PM
91	The computer "area" is right in the center of the main room, where it's almost impossible to focus while studying.	6/27/2018 6:10 PM
92	No private space for tutoring	6/27/2018 5:35 PM
93	Entry way at North Suffolk as it has had a foul odor	6/27/2018 5:13 PM
94	place where there are a lot of young children making noise	6/27/2018 5:04 PM
95	The parking lot and walking in. A lot of foot traffic walking through the parking lot.	6/27/2018 4:34 PM

New Downtown Library Survey

96	Parking at the current library!	6/27/2018 3:12 PM
97	In between the stack, I wish the stacks were spreadout so that I could sit in between while reviewing books	6/27/2018 3:10 PM
98	n/a	6/27/2018 3:09 PM
99	N/a	6/27/2018 1:48 PM
100	Restroom, it could be brighter and cleaner	6/27/2018 1:05 PM
101	Reading/study areas that get too much sun. Too hot and glare makes reading/ studying difficult.	6/27/2018 12:07 PM
102	the current space for children's activities- small, crowded and not friendly	6/27/2018 11:24 AM
103	Bathroom	6/27/2018 7:18 AM
104	Computers. I think they are important, but I think having so many people working so close is distracting.	6/27/2018 6:39 AM
105	Currently, the children's area at Morgan Memorial is not safe for children when you have more than one child browsing/playing in the area. Adults pass through the area to use the restrooms. The front door opens directly adjacent to a parking lot traffic lane.	6/27/2018 5:48 AM
106	The main thoroughfare with hustle and bustle	6/27/2018 1:22 AM
107	Do not like having all comfy seating being centralized. Spread it out! Sometimes people would rather read alone, and not in the midst of other library patrons	6/27/2018 12:02 AM
108	Morgan Library is small and lacks a quiet space to work.	6/26/2018 11:47 PM
109	The library section because it's always crowed and sometimes music is played loudly	6/26/2018 11:11 PM
110	The downtown library's children's play corner. When there aren't many children there and I'm playing with my child, it's not that much of a problem. It's actually a lot of fun. But when it becomes crowded with many families there, the lack of comfortable seating for children or adults because a big problem. There are too few seats in the first place. And we are talking about the little stools. Then there's this really old beat up couch there that is falling apart. And that's it. We also have two computers right by this area, and I don't know how many times we've had issues with people playing loud music on that and we tell people to be a bit more quiet or wear headphones or something because they are playing loud obnoxious music right by the kids. For me, ideally it would be in a separate room like the Chuckatuck library with just the toys and the activity room, or a room of those toys and the children's books like the North Suffolk library. I would prefer the Chuckatuck style where it is a separate room but not totally cut off from the adult selection, like past a glass divide, so I can keep my eyes on them while skimming through the adult collection or checking out a book at circulation while they play for a few minutes would be really nice.	6/26/2018 10:31 PM
111	I am not a fan of the space used for story time, it's uncomfortable and not very forgiving. A room that's cozy and carpeted would be nice and would allow parents to get down on the floor and really be a part of story time	6/26/2018 10:24 PM
112	Entry way lobby area for reading. I dislike it because it is too busy.	6/26/2018 9:53 PM
113	Tables with back to the rest of the room	6/26/2018 9:53 PM
114	Dont know enough about current library to say.	6/26/2018 9:49 PM
115	Crowded space with other people	6/26/2018 9:28 PM
116	Common areas wher homeless hang out	6/26/2018 9:23 PM
117	Computer space, location disruptive	6/26/2018 9:20 PM
118	Don't know	6/26/2018 9:16 PM
119	Don't know.	6/26/2018 9:15 PM
120	Again the library now is pretty cramped, so I just get in and get out.	6/26/2018 9:09 PM
121	Near the computers. I find people there are chatting more amongst themselves. People are not as quiet in the library anymore. :(6/26/2018 9:09 PM
122	N/A	6/26/2018 9:08 PM
123	Inside. The fact that people are sleeping in there and have watched a few drug deals happen.	6/26/2018 9:02 PM

New Downtown Library Survey

124	Children's program/activity room could use more space, or a seating area for parents	6/26/2018 8:58 PM
125	Really there is no un-likeable place in the library	6/26/2018 8:46 PM
126	Computers	6/26/2018 8:28 PM
127	I really don't have one	6/26/2018 8:26 PM
128	Anywhere where there are loud people which seems to be the norm for library behavior now.	6/26/2018 8:24 PM
129	N/A	6/26/2018 8:22 PM
130	?	6/26/2018 8:15 PM
131	Where a lot of people are - noise	6/26/2018 8:04 PM
132	stacks that don't flow right and don't make sense. I like separation of materials. It gets people visiting all parts of the library.	6/26/2018 7:59 PM
133	n/a	6/26/2018 7:50 PM
134	Foyer, poor lighting and acoustics. Areas should take into account lighting for different activities and acoustics are important, especially for hearing impaired patrons.	6/26/2018 7:43 PM
135	None	6/26/2018 7:41 PM
136	Having a lecture in the open. I prefer a separate room.	6/26/2018 7:34 PM
137	The computer spaces. The area is out in the open and not in a computer room.	6/26/2018 7:32 PM
138	Don't like the parking	6/26/2018 7:30 PM
139	Computer area - congestion	6/26/2018 7:26 PM
140	Not able to study and read quietly at same time as programs... Library too small for separate areas	6/26/2018 7:15 PM
141	none	6/26/2018 7:10 PM
142	N/a	6/26/2018 6:52 PM
143	Near the computers because it is noisy.	6/26/2018 6:40 PM
144	None	6/26/2018 6:37 PM
145	kids room	6/26/2018 6:34 PM
146	Gaming stations. It's a library, not a play station. Go read	6/26/2018 6:30 PM
147	the oppressive low ceilings and formal rows of books of morgan memorial. Finishes are critical. They should be modern but not uncomfortable. The building should be constructed in preparation for an update in 20 years or less to refresh and again feel modern	6/26/2018 6:16 PM
148	The whole library is open, and I think it needs more separation. I don't like being near to the main part, which is pretty much anytime unless we are in a program because of the safety issues I have witnessed.	6/26/2018 6:12 PM
149	Like all aspects of our library	6/26/2018 6:11 PM
150	where there is a lot of noise making it difficult to concentrate	6/26/2018 5:57 PM
151	Rest rooms are bad	6/26/2018 5:51 PM
152	The people hanging out using the internet and bathrooms.	6/26/2018 5:36 PM
153	Spaces where kids activities are affecting research	6/26/2018 5:31 PM
154	No least favorite	6/26/2018 5:29 PM
155	N/A	6/26/2018 5:28 PM
156	I DONT LIKE MY NEIGHBORHOOD LIBRARY. I USUALLY GO TO THE NORTH SUFFOLK LIBRARY.	6/26/2018 5:17 PM
157	I did not like the downtown branch at all. It was too small there was no place to study. There were men hanging around reading their cell phones. It did not feel safe, I have not been back to the main branch in downtown Suffolk since, and I do not allow my teenage daughter to go there by herself.	6/26/2018 5:16 PM

New Downtown Library Survey

158	The computer area is not very private for those who use it.	6/26/2018 5:15 PM
159	None	6/26/2018 5:01 PM
160	The rows of computers	6/26/2018 5:00 PM
161	None	6/26/2018 4:53 PM
162	on the public PCs, to crowded, too loud	6/26/2018 4:52 PM
163	The vagrants/street people that come in .. create a special place for these persons.	6/26/2018 4:49 PM
164	N/a	6/26/2018 4:49 PM
165	Near where outsiders are meeting with clients	6/26/2018 4:44 PM
166	The periodicals area where the homeless hang-out and the place smells like urine	6/26/2018 4:32 PM
167	None	6/26/2018 4:29 PM
168	n/a	6/26/2018 4:22 PM

Q7 Where is your least favorite place to be in your Library and what do you like least about this space?

USE section None Near children books space noisy library
room area read computer crowded people computer area
 kids small place loud

Q8 What do you look for in a Library Atmosphere (for example: comfortable, natural light, easy access to help, book-store environment, high-tech, lively, quiet)?

Answered: 193 Skipped: 26

#	RESPONSES	DATE
1	quiet, natural light, comfortable, clean, easy access to help, friendly staff	7/16/2018 2:58 PM
2	Quiet; natural & LED lighting; high-tech; warm helpful assistance.	7/16/2018 9:47 AM
3	High tech, informative, comfortable, not freezing cold	7/14/2018 10:16 AM
4	Easy access to help	7/13/2018 11:03 PM
5	Quiet!	7/13/2018 10:48 PM
6	Quiet, cleanliness, comfortable seats afternoon hours are a must !!	7/13/2018 8:18 PM
7	Natural light, light and airy, welcoming atmosphere and attitude from staff.	7/13/2018 2:58 PM
8	comfortable, easy to get around, easy access to help, easy access to digital catalog	7/13/2018 1:36 PM
9	All of the above	7/13/2018 1:04 PM
10	I like having a lot of options. It really depends on my mood as to what I want. More often than not I prefer natural light, cool temperatures, comfortable chairs, relatively quiet noise levels; however, I understand that it can't always be silent and I also appreciate an environment where kids can be kids. It would be nice to have separate areas that would meet both of those needs.	7/13/2018 12:29 PM
11	1. Comfortable seating 2. Natural lighting 3. High tech look and feel 4. Quiet (or at least quiet zones) 5. Access to help desk(s)	7/13/2018 6:35 AM
12	I like a library that has a lively heart/center but throughout there are areas that you can go and just be alone with a good book, comfortable seating or loungers that you can sit back and enjoy a book.	7/12/2018 10:39 AM
13	Comfortable, good help desk, computers with access to search where a book is located in the library, quiet.	7/12/2018 7:32 AM
14	Easy access to help, more religious and African American material, Universal bower rears system, etc	7/12/2018 5:22 AM
15	A comfortable space, that's quiet with good lighting, preferable a window and not too cold or hot with a small table away from foot traffic.	7/11/2018 7:47 PM
16	Quiet, soft lighting, free wifi	7/11/2018 7:31 PM
17	Atmosphere, building design flow and how it's clean.	7/11/2018 6:55 PM
18	comfortable, natural light, easy access to help	7/11/2018 6:47 PM
19	Quiet and comfortable.	7/11/2018 5:07 PM
20	Comfortable, quiet, natural light, easy access to help	7/11/2018 2:41 PM
21	easy access to help, comfortable & quiet place to read, high tech, natural light	7/11/2018 2:31 PM
22	Mostly quiet with plentiful computers for library look-up as well as rental (printing, internet access, etc). Natural light and plants would be wonderful.	7/11/2018 11:44 AM
23	I look, first of all, for the books and resources I need. It's frustrating not to be able to locate them when I need them. But I also want quiet space, good lighting and comfortable chairs. Study desks are also quite helpful near finals/semester end.	7/11/2018 10:56 AM
24	In an area I might not get robbed or worse.	7/11/2018 6:34 AM
25	I would be more comfortable with a family friendly atmosphere. Let the kids make a little noise. My kids have behavior issues but should still know it as a welcome environment.	7/10/2018 9:03 PM

New Downtown Library Survey

26	Natural light, easy access, cover of books facing out.	7/10/2018 8:48 PM
27	Natural light, open, quiet but lively places for children too, community space with something for everyone	7/10/2018 8:44 PM
28	Excellent lighting (preferably natural light) and private work space with easy access to materials. Must have Wi-Fi and printers. Quiet space with areas that allow for interaction with others.	7/10/2018 6:42 PM
29	all of the above- lighting definitely needs to be better- need better chairs and seating for computer use- need more computers	7/10/2018 4:18 PM
30	Quiet places to read with good lighting. Separate areas for computers would be nice.	7/10/2018 12:58 PM
31	Squeaky clean (dust = neglect, neglect = staff don't care enough), quiet, universal to high tech but not focused on tech, excellent lighting, comfortable, bean bag chairs, exercise balls, outdoor areas that are naturally quiet.	7/9/2018 12:24 PM
32	Needs both areas for noisier activities but quiet areas for reading and studying. The North Suffolk library gets crazy with 3 or more activities going on in the same room at once.	7/9/2018 11:34 AM
33	Quiet, well lit with lots of windows, comfy chairs, tables to work at, NO food and drink as this will lead to people leaving messes behind.	7/9/2018 10:25 AM
34	comfortable , good light, easy help	7/9/2018 9:37 AM
35	Quiet and resourceful areas	7/9/2018 9:01 AM
36	quiet, comfortable, good lighting, access to restrooms with changing table/family restroom setup, help-desk, update/events board, computer tables/cubicles...	7/9/2018 12:49 AM
37	A real person!!!! Help desk! Lighting. Comfort. Easy Instructions. High-tech. Easy checkout. Easy return.	7/9/2018 12:10 AM
38	A quiet place to work where I won't be bothered. Must be comfortable to sit and stay for a couple hours at a time.	7/8/2018 10:44 PM
39	quiet, inviting, comfy seating, room in the stacks for 2 people to get by each other comfortably, great lighting, many choices of books, movies, etc	7/8/2018 5:55 PM
40	Books, books, books.	7/8/2018 10:25 AM
41	Well lit, lots of natural light, help stations, lots of different well defined areas for patrons of different ages and interests including some quiet places for research and study and lively spots for children to learn.	7/8/2018 7:04 AM
42	Well lit, lots of natural light, help stations, lots of different well defined areas for patrons of different ages and interests including some quiet places for research and study and lively spots for children to learn.	7/8/2018 7:03 AM
43	At least some quiet space	7/7/2018 7:58 AM
44	Quiet areas to read in, comfortable seating, easy access to help, available bookstore, beverage and snack bar would be nice!	7/6/2018 9:18 PM
45	Good selection of books	7/6/2018 8:15 PM
46	All of the above	7/6/2018 5:29 PM
47	I look for a library that has an abundance of books, mostly hard-copy. Otherwise I would download digital media from home. I think the best libraries have a great staff that is able to point you in the right direction and can help answer all your questions or at least know where to start. Having computer access is essential since not all people have a personal computer or access to the internet. For students this is a necessity to be able to complete homework assignments and projects. I also believe the library should have a quiet atmosphere, but as a gathering spot, break-out rooms are needed for workshops and collaborative work.	7/6/2018 5:01 PM
48	Easy access to help	7/6/2018 2:46 PM
49	Comfortable, clean, safe for children, prefer low focus on technology	7/6/2018 12:34 PM
50	Comfort, natural light for reading ease, easy access to help, high-tech, quiet.	7/6/2018 12:15 PM

New Downtown Library Survey

51	comfort, access to help, quiet, engaging display of books.	7/6/2018 11:58 AM
52	friendly and relaxed. Plenty of comfortable seating	7/6/2018 11:24 AM
53	I think it should have quite spaces for studying but I feel it should move towards a more high tech, lively meeting space for all to enjoy maybe eat and make a day of it with natural lighting, easy access to books, comfortable a little gaming, the ability to make short films	7/6/2018 10:19 AM
54	Quiet, comfortable and selection of books	7/6/2018 9:59 AM
55	Quiet browsing	7/6/2018 8:21 AM
56	Natural light Plants Art & sculpture	7/5/2018 10:10 PM
57	comfortable seating, tables for working	7/5/2018 4:15 PM
58	Comfortable, quiet, warm, friendly.	7/5/2018 2:03 PM
59	Lots of natural light Quiet Easy access to help Well behaved respectful adults and children!! Comfortable	7/5/2018 12:44 PM
60	I enjoy a library that has a comfortable atmosphere, quiet in those designed for quiet, well-lit, easy access to help, and clean facilities.	7/5/2018 12:40 PM
61	All of the above, but mostly a quiet, well-lit area with lots of tables, chairs and comfortable seating	7/5/2018 12:00 PM
62	Natural light, quiet area, comfortable chair, convenient place to set books while reading.	7/5/2018 10:46 AM
63	Good natural lighting, quiet, comfortable chairs and easy access to help. High tech is good too if I can get help. :)	7/5/2018 10:25 AM
64	Natural light, comfortable, a variety of spaces (e.g., children, studying, etc). Easy-to-access help is great too!	7/5/2018 9:04 AM
65	comfortable, quiet, book store environment, easy access to help, coffee station attached but separate from the library.	7/5/2018 8:30 AM
66	Book store environment	7/4/2018 9:47 PM
67	All of the above.	7/4/2018 8:45 PM
68	bright, open, REALLY wish books could be shelved better....makes me crazy!	7/4/2018 2:04 PM
69	Comfort, space and activities for all ages. Internet and a place where you dont have to worry about making too much noise	7/4/2018 9:57 AM
70	A respectful hush, books available for purchase, a coffee shop, children's area for babies/toddlers, seperate area for larger children, another area for teens. Classes available for art, language, music, and career development.	7/4/2018 9:28 AM
71	book-store environment and natural light	7/4/2018 9:15 AM
72	Easy access to help	7/4/2018 7:06 AM
73	good lighting, comfortable seating, helpful employees, access to electrical outlets for computers, separate area for children	7/3/2018 4:54 PM
74	Bright, cheerful, peaceful, visually stimulating, comfortable. Lots of movable seating for creating conversation places, gallery space for changing exhibits to add to the history or art that could be displayed. Perhaps, a small commercial kitchen for culinary classes or training.	7/3/2018 3:41 PM
75	Good lighting, open spaces, plenty of seating, tables for writing on (standing up and sitting down), mix of quiet and livelier areas	7/3/2018 2:30 PM
76	Comfortable, quiet wth good lighting.	7/3/2018 1:56 PM
77	natural light, comfortable seating, easy access to help	7/3/2018 1:50 PM
78	Great Customer Services a warm and inviting atmosphere for all ages.	7/2/2018 4:13 PM
79	Area for quite reading or research. The floor plan at Morgan Memorial does not have that type of space. It would be most helpful for quiet conversation, studying or research.	7/1/2018 9:20 PM
80	Comfortable with natural light, easy access to materials and help, kid friendly	7/1/2018 7:44 PM
81	Easy to navigate, good signage, comfortable seating.	6/30/2018 11:10 PM

New Downtown Library Survey

82	Quiet and high tech	6/30/2018 9:50 PM
83	Quiet, book display, wireless access	6/30/2018 4:36 PM
84	Books, books, books at the foreground. NOT book-store environment! Bright, but natural light (i.e. lots of windows) not important. Quiet areas for adults and other serious studiers.	6/30/2018 4:03 PM
85	Pleasant temperature, good light, pleasant staff with smiles, computers	6/30/2018 10:42 AM
86	Skip the book store environment. Go to one if you want that. A quiet place to choose books is a library.	6/30/2018 6:19 AM
87	Welcoming environment with lots of options and spaces to choose from	6/29/2018 10:39 PM
88	Easy reference material/ computer, relative quiet, attentive staff	6/29/2018 9:00 PM
89	Quiet, orderly, comfortable	6/29/2018 5:49 PM
90	Quiet, comfortable area with good but not glaring light	6/29/2018 6:22 AM
91	Natural light and quiet are two of my must have attributes at a library.	6/28/2018 9:08 PM
92	Quiet. Good lighting that isn't harsh. Room to move between stacks.	6/28/2018 8:47 PM
93	Yes to all of the above (in different sections). Additionally, I like sectioned off children's areas.	6/28/2018 7:39 PM
94	comfortable, natural light,SAFE, clean, friendly. NSL is a much better layout.	6/28/2018 5:37 PM
95	Comfortable, accessible, high-tech, welcoming, walls and shelves of books, table areas, coffee, tea and water station, etc...	6/28/2018 11:48 AM
96	Light. Easy to use	6/28/2018 10:29 AM
97	Natural light and quiet space. I also appreciate the librarian's help when requested.	6/28/2018 9:48 AM
98	Place to have local historic artifacts on long term display	6/28/2018 8:36 AM
99	quiet but not solemn, light, inviting	6/28/2018 8:21 AM
100	Inviting in children's area. Quiet in areas needed for people studying	6/28/2018 7:51 AM
101	Durable furniture, a convenient computer for looking up materials. Kids access to tablets or computers and fun activity like trains, puzzles, dolls.	6/27/2018 11:24 PM
102	Peace. Friendliness. Helpful educated assistants. Lighting. Random Seating. Space to work.	6/27/2018 10:38 PM
103	Quiet, relaxing. Supervised, well behaved children.	6/27/2018 9:13 PM
104	Quiet, comfortable, space so people aren't climbing over each other.	6/27/2018 6:10 PM
105	Easy access to help, quiet space when needed, comfort, clean bathrooms	6/27/2018 5:35 PM
106	I prefer plenty of comfortable chairs, study carrels, quiet, easy access to help.	6/27/2018 5:13 PM
107	comfortable, natural light, easy access to help, high -tech and a quiet area	6/27/2018 5:04 PM
108	I utilize the library more so for my children. So a colorful child friendly atmosphere.	6/27/2018 4:34 PM
109	Comfortable and inviting!	6/27/2018 3:12 PM
110	Comfortable, varied spaces, natural light, easy help access, open	6/27/2018 3:10 PM
111	comfortable seating areas with electricity outlets available	6/27/2018 3:09 PM
112	Lots of light (natural and/or artificial), easy to find and easy to use book search capability, general spaces lively but with other quiet spaces to do research or work, good signage to find different library areas.	6/27/2018 2:41 PM
113	comfortable and inviting	6/27/2018 1:48 PM
114	Brighter lighting, more computers, wide open spaces, private study rooms	6/27/2018 1:05 PM
115	Comfortable and quiet	6/27/2018 12:21 PM
116	Comfortable, natural light, quiet, easy access to help, cooperation with other libraries so every branch does not have to carry every book title, conference rooms, good audio book selections.	6/27/2018 12:07 PM
117	natural light, quiet, many learning situations	6/27/2018 11:24 AM

New Downtown Library Survey

118	Quiet, comfortable, organized.	6/27/2018 7:18 AM
119	Quiet, natural light, comfortable seating, help is my preference. It would also be nice to have an area that was high tech and lively.	6/27/2018 6:39 AM
120	Everything mentioned above	6/27/2018 6:11 AM
121	friendly faces	6/27/2018 5:48 AM
122	Comfortable	6/27/2018 2:50 AM
123	As in #6 above - quiet areas for study or reading, areas closed off with soundproofing for community meetings or activities.	6/27/2018 1:22 AM
124	Access to engaged librarians, ease of checkout, good lighting, many quiet places to stop and read, activity spaces well spaced from reading places, technology and computer literate, good selection in well organized fiction section	6/27/2018 12:02 AM
125	Comfortable, quiet and clean	6/26/2018 11:47 PM
126	Easy access to help, comfortable, designated areas for quiet time and lively events.	6/26/2018 11:11 PM
127	More natural light would be great. It's easy on the eyes, as long as it's not too bright. Access to technology, both in the form of provided at the library but also allowing for bringing your own is very important. I like bringing my own devices for research and painting, but really appreciate if I can use some of the library's internet access and power. Having separate rooms for meetings or activities, whether it be private groups or classes organized by the library are great. The rooms should have good sound isolation so we don't have to worry about noise leaking to other rooms or the main floor. Convenient hours is a must. Weekend hours, and into the evening until maybe 8PM or so, for after school or work time for leisure or for research is important.	6/26/2018 10:31 PM
128	Clean, well organized, smells nice. Easy access to help.	6/26/2018 10:29 PM
129	Quiet and comfortable, give me WiFi and something for my kids to do and I'm a happy camper.	6/26/2018 10:24 PM
130	Comfortable, quiet areas, natural light	6/26/2018 9:53 PM
131	Lively areas as well as quiet areas. Warm , welcoming , clean , bright . Desk space as well as comfortable chairs. Also would like to have areas that are more private , I often meet one on one with clients for my work and need to be able to have private conversations to protect health information.	6/26/2018 9:53 PM
132	Safe. It made me uncomfortable with homeless wandering around me a mother uploading my 2 children out of the car alone. You need security in the parking lot or people aren't going to use the library. Single mothers or mothers alone will not come.	6/26/2018 9:49 PM
133	Quiet, bright natural light.	6/26/2018 9:28 PM
134	All	6/26/2018 9:23 PM
135	Different clean modern spaces for different mediums. Children's spaces broken down by age, etc	6/26/2018 9:20 PM
136	I prefer quiet	6/26/2018 9:16 PM
137	Quiet. Good lighting.	6/26/2018 9:15 PM
138	As much natural light as possible as the original Morgan Memorial Library had on Bosley Avenue.	6/26/2018 9:13 PM
139	Various areas to read. Areas specifically for kids that can be separated from adult areas.	6/26/2018 9:09 PM
140	Comfort, natural light, quiet, help available if needed, not crowded space	6/26/2018 9:09 PM
141	Natural light, comfortable, lots of seating for reading and/or working. Bright atmosphere.	6/26/2018 9:08 PM
142	Quiet, and safe for children	6/26/2018 9:02 PM
143	Quiet, natural light, comfortable, friendly	6/26/2018 8:58 PM
144	Quiet	6/26/2018 8:50 PM
145	The help desk and a quiet place to read or search.	6/26/2018 8:46 PM
146	All of above	6/26/2018 8:28 PM
147	Easy access, quiet, comfortable	6/26/2018 8:26 PM
148	Quiet.	6/26/2018 8:24 PM

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149	Quiet	6/26/2018 8:22 PM
150	I don't require quiet. I prefer a book-store environment.	6/26/2018 8:15 PM
151	Comfortable, natural light, quiet space for concentration, easy access for help	6/26/2018 8:04 PM
152	All of the above. Plus great adult programs with engaging library staff.	6/26/2018 7:59 PM
153	Comfortable, family friendly	6/26/2018 7:52 PM
154	comfortable, quiet, well-lighted, good tech	6/26/2018 7:50 PM
155	Up to date, forward thinking technologies, areas for different types of interactions, flexible spaces,	6/26/2018 7:43 PM
156	Wide selection of materials	6/26/2018 7:41 PM
157	No kids running around.	6/26/2018 7:34 PM
158	Although I know the dynamic of libraries are changing it would be nice to have some quiet rooms for study or just reading.	6/26/2018 7:32 PM
159	Quiet	6/26/2018 7:30 PM
160	Comfortable, good light, high tech, quietly active	6/26/2018 7:26 PM
161	Friendly and helpful staff, spaces to do schoolwork and explore	6/26/2018 7:15 PM
162	high tech and confortable flexible seating	6/26/2018 7:10 PM
163	Comfortable, welcoming, well lighted, natural light, seating	6/26/2018 6:52 PM
164	Comfortable, nice lighting, cool tempature, lots of windows.	6/26/2018 6:40 PM
165	Reasonably quiet with easy access to help.	6/26/2018 6:37 PM
166	easy to read signs telling me the sections, comfortable couches/chairs	6/26/2018 6:34 PM
167	Open spaces,	6/26/2018 6:30 PM
168	natural light, high ceilings, creative book storage, flexible space. located in a vibrant part of town with compatible uses/businesses	6/26/2018 6:16 PM
169	Safety is my concern! I want my kids and I to be safe. Also, I like a fun environment for my kids. Books on their level that are easily accessible. And easy to use system for finding books.	6/26/2018 6:12 PM
170	Quiet when needed, lively when special offerings...clean and well lit...would love windows and natural, open spaces...outdoor reading area...small, green and happy	6/26/2018 6:11 PM
171	QUIET, comfortable, natural light, high-tech	6/26/2018 5:57 PM
172	I like it when I don't think my children's noises are bothering other patrons.	6/26/2018 5:52 PM
173	Comfortable,good light	6/26/2018 5:51 PM
174	Natural light and comfortable seating	6/26/2018 5:42 PM
175	No need for library	6/26/2018 5:36 PM
176	Ease of use, neatness, good lighting, places to be away from commotion,	6/26/2018 5:31 PM
177	Other than lively, all of the others listed	6/26/2018 5:29 PM
178	Quiet, comfortable, tables to spread out research materials, accessible help	6/26/2018 5:28 PM
179	QUIET/ SEPARATE AREAS FOR YOUTH AND ADULTS...COMFORTABLE QUIET PROGRESSIVE	6/26/2018 5:17 PM
180	Comfortable, areas where I can work by myself or in a small group. I enjoy a home-like atmosphere. I enjoy lots of natural light beautiful artwork especially if it's from local artisans. I like the library that has a strong sense of community. I've seen libraries that are set up a lot like some of the bigger bookstores and I think that looks really good and makes it a fun place to be. Libraries are very important and I think the one place we're all areas of the community intersect.	6/26/2018 5:16 PM
181	Modern architecture, comfortable seating, good signage for location of materials.	6/26/2018 5:15 PM
182	Quiet nook with sense of privacy.	6/26/2018 5:01 PM
183	natural light, comfortable,	6/26/2018 5:00 PM

Q9 What details stand out in your memory of visiting the Suffolk Public Libraries?

Answered: 181 Skipped: 38

#	RESPONSES	DATE
1	Most pleasant memories were of the library in Lakeside. Bright, natural light, caring and kind personnel.	7/16/2018 2:58 PM
2	Supply of audio discs.	7/16/2018 9:47 AM
3	Kind of dirty, old fashioned	7/14/2018 10:16 AM
4	Limited current and new books	7/13/2018 11:03 PM
5	I liked the self checkout.	7/13/2018 10:48 PM
6	I have been going since on Bosley Ave. I love that it is very well organized. I miss the library van coming to my local neighborhood, bethlehem court kilby shores area.	7/13/2018 8:18 PM
7	Librarians never approach me, I must approach them. A "may I help you?" Would be nice. I use the Slover Library and find it engaging	7/13/2018 2:58 PM
8	quiet, friendly, great staff	7/13/2018 1:36 PM
9	Fairly large selection of materials	7/13/2018 1:04 PM
10	It seems very community and family oriented. One of the first things we did after moving to Suffolk was participate in the Amazing Peanut Chase. It was so much fun.	7/13/2018 12:29 PM
11	Friendliness of the staff!	7/13/2018 6:35 AM
12	The North Suffolk Library always has many activities going on, it's clean and nicely put together.	7/12/2018 10:39 AM
13	None	7/12/2018 7:32 AM
14	The librarians are useless, limited selection of print material, needs to be more handicap accessible	7/12/2018 5:22 AM
15	The friendly faces that always greet you at Morgan Memorial when you enter or at check out and the looking through the new collections for new fiction.	7/11/2018 7:47 PM
16	None at this time	7/11/2018 7:31 PM
17	Gloomy atmosphere, too dark, smells old, book shelves too close together, small kid area and no greeting at entrance.	7/11/2018 6:55 PM
18	Love the North Suffolk design--open, flexible spaces	7/11/2018 6:47 PM
19	Easy access to materials.	7/11/2018 5:07 PM
20	Things are "dated"	7/11/2018 2:41 PM
21	nice place to sit and read, enjoy browsing thru books	7/11/2018 2:31 PM
22	North Suffolk branch is VERY clean and wide open, to the point that it looks disused.	7/11/2018 11:44 AM
23	Clean. Easy to navigate. Very friendly, helpful staff.	7/11/2018 10:56 AM
24	Old Morgan Library on Bosley Ave.	7/11/2018 8:18 AM
25	None.	7/11/2018 6:34 AM
26	Love the recent options to check out backpacks and kits. Would like to see a lot more of this.	7/10/2018 9:03 PM
27	I just moved to Suffolk.	7/10/2018 8:48 PM
28	I have never visited. The hours are not convenient for young children.	7/10/2018 8:44 PM
29	Friendly staff. Excellent picture book collection. Helpful librarians. Cutting edge resources like mp3 before anyone else had them. Lots of kids milling around.	7/10/2018 6:42 PM

New Downtown Library Survey

30	children loud and boisterous- they need their own room like northern Suffolk library	7/10/2018 4:18 PM
31	Ease of use of book search on library computers, helpful staff, well-organized reading materials.	7/10/2018 12:58 PM
32	Children's classes	7/9/2018 3:26 PM
33	Old...due for an upgrade...multi color carpet.	7/9/2018 12:24 PM
34	friendly staff	7/9/2018 11:34 AM
35	People don't respect the environment, talking too loud, on cell phones, etc. Librarians have a hard time TRYING to enforce this with out causing a problem.	7/9/2018 10:25 AM
36	Good children's section and easy checkout	7/9/2018 9:01 AM
37	clean	7/9/2018 12:49 AM
38	Clean. Friendly. Helpful. Conveniently located.	7/9/2018 12:10 AM
39	I haven't visited one yet. I have to drive to get to any of them.	7/8/2018 10:44 PM
40	The people that work there are friendly and very helpful.	7/8/2018 5:55 PM
41	Trying to be local entertainment center. Needs to be a library.	7/8/2018 10:25 AM
42	Helpful staff.	7/8/2018 7:04 AM
43	Helpful staff.	7/8/2018 7:03 AM
44	Excellent space and programming for kids	7/7/2018 7:58 AM
45	Great staff and books and community events like yoga!	7/6/2018 9:18 PM
46	Nice facility	7/6/2018 8:15 PM
47	When I couldn't afford to have a computer at home, they had one.	7/6/2018 5:29 PM
48	I have been here 13 years and watching the North Suffolk Library emerge from a trailer at John Yeates to their current location is an amazing memory. I have enjoyed the children's reading times, summer reading programs, and the ability to walk to the library from my home with my daughters. Newer memories include Iconicon and Anime Club as well as my oldest daughter volunteering for her required hours to graduate and continuing to volunteer well after she completed her requirement. My hope is that the Suffolk Public Libraries will continue to grow, continue to expand their collections (hard-copy and digital), expand their hours of operation, and look for more community involvement (as they have been doing, including this survey).	7/6/2018 5:01 PM
49	Zumba class being offered and kids class with Miss Shawna and Miss Francis	7/6/2018 12:34 PM
50	New to area.	7/6/2018 12:15 PM
51	Empty shelves, noise, and a deserted quality that reminded me of a warehouse. I'm happy to leave it.	7/6/2018 11:58 AM
52	Staff is great. Makes all the difference. It's great to have designated areas for kids but we need an area for bigger kids/teens	7/6/2018 11:24 AM
53	I enjoyed taking my son to read with the dogs	7/6/2018 10:19 AM
54	Well organized and good selection	7/6/2018 9:59 AM
55	Books	7/6/2018 8:21 AM
56	Friendly staff Creative programming Community engaged	7/5/2018 10:10 PM
57	NA	7/5/2018 4:15 PM
58	friendly staff.	7/5/2018 2:03 PM
59	Dark and crowded	7/5/2018 12:44 PM
60	Friendly staff, clean facilities and large book selection for my school aged child.	7/5/2018 12:40 PM
61	N/A	7/5/2018 12:00 PM
62	North Suffolk is modern, clean, it could use club chairs near the windows for reading.	7/5/2018 10:46 AM
63	Usually quiet and staff are helpful.	7/5/2018 10:25 AM

New Downtown Library Survey

64	wonderful people willing to help in accessing materials	7/5/2018 8:30 AM
65	Getting my first library card	7/4/2018 9:47 PM
66	Not enough resources.	7/4/2018 8:45 PM
67	not sure i like the recent changes in filing of listening recordings	7/4/2018 2:04 PM
68	I had research to do for work but my daughter was with me. She was able to play in a dramatic play area where I was able to watch her but still get my work done.	7/4/2018 9:57 AM
69	I've never been to the Suffolk library. I am basing my opinions solely on the library in my hometown which I have fond memories of.	7/4/2018 9:28 AM
70	Noisy and sections were open.	7/4/2018 9:15 AM
71	Na	7/4/2018 7:06 AM
72	Nice common area at the North Suffolk location, separate children's area, fast & easy check out	7/3/2018 4:54 PM
73	Dark, older, minimal parking. Not modern or exciting. Staff is lovely.	7/3/2018 3:41 PM
74	Downtown: feels confined	7/3/2018 2:30 PM
75	They seem to reorganize the location of materials too often making it hard to find what you are looking. I do love our library staff. They are always helpful.	7/3/2018 1:56 PM
76	Space is too dark - not welcoming	7/3/2018 1:50 PM
77	How old the building is, over 60 years I know.	7/2/2018 4:13 PM
78	Of course the selection of books and the environment. The North Suffolk Library is a beautiful building, but the Morgan Memorial face it is an old converted furniture store, and feels like it. The environment is not attractive and replacing the floor it's making the space any better. Of course the color of the walls were blue then painted the walls and then put in blue carpet. The environment is just drab and people feel that way in that space. My family and I check out books weekly. We run in and run out. It's not the type of environment you want to grab a book and read in. The children's section is small and of course close to the bathrooms, so it's not asthetically pleasing.	7/1/2018 9:20 PM
79	Fun kids events	7/1/2018 7:44 PM
80	The friendly staff.	6/30/2018 11:10 PM
81	Friendly staff and easy access to materials at all 4 branches	6/30/2018 9:50 PM
82	Friendly staff and display of books.	6/30/2018 4:36 PM
83	Great selection of books and books on CDs. Morgan is a little cramped, but it feels homey.	6/30/2018 4:03 PM
84	There are zero meeting rooms to adequately host a meeting anywhere in Suffolk, unless it's in an unsafe area.	6/30/2018 6:19 AM
85	Community events	6/29/2018 10:39 PM
86	Friendly staff	6/29/2018 9:00 PM
87	There were not enough reference materials to help me complete assignments.	6/28/2018 9:08 PM
88	They're loud.	6/28/2018 8:47 PM
89	I honestly think the experiences and people stand out more in my memory than the facility. However, an enhanced environment would only strengthen the experiences.	6/28/2018 7:39 PM
90	NSL is a nice space, MM library is dark and I don't feel safe. Especially the bathrooms.	6/28/2018 5:37 PM
91	Parking is a pain	6/28/2018 11:48 AM
92	North Suffolk far nicer. :(.	6/28/2018 10:29 AM
93	Politeness of the staff	6/28/2018 9:48 AM
94	Helpful staff	6/28/2018 8:21 AM
95	The children's area in the north library is great	6/28/2018 7:51 AM
96	The friendly staff and trying to make The best of limited materials. Lego club is fun but there is no place to display. The building is vastly under sized for the amount of people we have.	6/27/2018 11:24 PM

New Downtown Library Survey

97	Morgan: friendly, accessible, a little old timey, adequate. No Suffolk: inviting, friendly, maybe too spread out to be cozy.	6/27/2018 10:38 PM
98	The bathrooms are lousy at Morgan Memorial	6/27/2018 9:13 PM
99	The only Suffolk one I've been to in has an awesome kids play area. I've been to another one in Chesapeake, and there nothing but computer games for my boys to play with.	6/27/2018 6:10 PM
100	Assistance with books or other materials, needing a place for quiet and a place to talk.	6/27/2018 5:35 PM
101	Morgan is dreary. We need an updated, larger library downtown. Chuckatuck is quaint and convenient for me along with friendly staff.	6/27/2018 5:13 PM
102	small and old - needs a new building	6/27/2018 5:04 PM
103	NA	6/27/2018 4:34 PM
104	When my children were little, there were very limited children's activities, Clint and his staff have made the library something so AWESOME for families. The only problem is they have outgrown there space!	6/27/2018 3:12 PM
105	The youth programming is really exciting for my children and they like the variety of programming	6/27/2018 3:10 PM
106	Not yet visited	6/27/2018 3:09 PM
107	The excitement of the (old) Bookmobile coming out to Chuckatuck so we could check out new books. Friendly and helpful librarians/staff.	6/27/2018 2:41 PM
108	enthusiasm to help others	6/27/2018 1:48 PM
109	Nice staff, good book selection but the downtown library is kind of dark and musty despite being remodeled, re-carpeted and painted within the last few years.	6/27/2018 1:05 PM
110	Harry Potter!	6/27/2018 12:21 PM
111	Somewhat small in volume of books/references and lacking in technical tomes.	6/27/2018 12:07 PM
112	not enough computers, computers too open in public	6/27/2018 11:24 AM
113	How disgusting and smelly the building is.	6/27/2018 7:18 AM
114	I see the current library (Morris) as being more like a Wawa or 7-11. I go in and quivkly grab what I want. It is not a place I want to hang out at. I wish it were different.	6/27/2018 6:39 AM
115	Great staff there	6/27/2018 6:11 AM
116	Children's activities	6/27/2018 2:50 AM
117	I visit North Suffolk Most often - I like the lobby area separated from the main part of the library, a separate children's area. What I don't care for there is that the area in back where we have activities is not closed off - I feel like we might disturb others there.	6/27/2018 1:22 AM
118	North Suffolk library: good example. Only improvement is more seating places (spread in stacks) and better tech integration. Current downtown library: Needs better lighting, better seating/reading, and more space overall. Book selection/variety is poor overall. Feels closed in. Good programming this GG, and the staff is friendly.	6/27/2018 12:02 AM
119	Like how North Suffolk Library has dedicated kids place and quiet area fo work.	6/26/2018 11:47 PM
120	Friendly help	6/26/2018 11:13 PM
121	Morgan memorial is small with not enough parking	6/26/2018 11:11 PM

Q9 What details stand out in your memory of visiting the Suffolk Public Libraries?

kids selection old North Suffolk library helpful nice friendly staff
people library better staff North Suffolk books space
area new children materials programming need

New Downtown Library Survey

122	Each library has it's own unique feel. I like the Chuckatuck library for being so small and quiet. It feels like a hidden gem. Their collection may be small, but they have a good selection and they can easily get the other library's books brought to them. This is also my favorite location for going to the children's events because of the little room in the back is calm and comfortable, and we have that field outside that the class can move out and do activities at. The downtown library I like for the big selection of books and the big table I've used many times for my art activities. It's an open floor plan, but you can find a few quiet spots. Many memories of the back room where we have events like the July 4th cookout, Halloween party, New Years party, and children's classes. The North Suffolk library I can't go to for classes because it's far out, but I've gone to a few special events like Iconicon. The separate rooms for adults and children's section is a help and a problem. I loved it on the times I went and I was looking for children's books with my kids, and I hated it on the times I went where I wanted to borrow a book for myself and didn't feel right leaving them in the children's area and they didn't want to come with me to the adults area. I wish that layout was better. But I also like how the children's area is so contained, and it includes books and toys unlike the Chuckatuck one where it's just the toys in the room.	6/26/2018 10:31 PM
123	The librarians and the kids programming. Fantastic!	6/26/2018 10:29 PM
124	I wish they looked and felt more modern. I moved to Suffolk for Raleigh, NC and the libraries there are beautiful, I miss that when I'm in the Suffolk public library	6/26/2018 10:24 PM
125	I have not visited the Suffolk library since moving here ,but plan to in the very near future	6/26/2018 9:53 PM
126	The north suffolk library is nice because there is a seperate children's area. The front desk of north suffolk library is large open and welcoming. However the chuckatuck library is adorable and feels warm and homey.	6/26/2018 9:53 PM
127	Bums roaming around smoking in the parking lot.	6/26/2018 9:49 PM
128	Knowledgeable staff. New books	6/26/2018 9:23 PM
129	Programming room	6/26/2018 9:20 PM
130	Helpful people	6/26/2018 9:16 PM
131	North Suffolk has a nice atmosphere.	6/26/2018 9:15 PM
132	The inability to find books that my family is interested in.	6/26/2018 9:09 PM
133	Staff are helpful and friendly. The downtown location is so overcrowded and not inviting. North Suffolk has a lovely space. Lots of good programming and pretty good use of their foyer for different activities.	6/26/2018 9:09 PM
134	North Suffolk is my favorite, very bright, inviting, study/work area outside the main library, lots of Windows and greenery outside of windows.	6/26/2018 9:08 PM
135	Nothing	6/26/2018 9:02 PM
136	Always plenty of events planned and always out in the community	6/26/2018 8:58 PM
137	Children Programs	6/26/2018 8:50 PM
138	The very helpful and knowledgeable staff.	6/26/2018 8:46 PM
139	Need for better lighting	6/26/2018 8:28 PM
140	None	6/26/2018 8:26 PM
141	Obnoxious patrons that let their phones ring at a high volume. People talking loudly.	6/26/2018 8:24 PM
142	N/A	6/26/2018 8:22 PM
143	Friendly, helpful librarians. Informative classes that appeal to various interests.	6/26/2018 8:15 PM
144	Enjoying the variety of materials available	6/26/2018 8:04 PM
145	The staff. Always a pleasure when I walk in.	6/26/2018 7:59 PM
146	friendly staff	6/26/2018 7:50 PM
147	Friendly service, current materials, new releases,	6/26/2018 7:43 PM
148	The North Suffolk library doesn't have many books compared to other libraries	6/26/2018 7:41 PM
149	How few books are now available after the "purge."	6/26/2018 7:34 PM

New Downtown Library Survey

150	The staff at Morgan Library are extremely helpful and pleasant.	6/26/2018 7:32 PM
151	Noise ...people gathering just to talk (not even book related)	6/26/2018 7:30 PM
152	The librarians - they are irreplaceable	6/26/2018 7:26 PM
153	Not enough space for multiple things... Hard to study during kids programs, and hard to allow kids to explore without shushing	6/26/2018 7:15 PM
154	limited operation hours...	6/26/2018 7:10 PM
155	Helpful staff	6/26/2018 6:52 PM
156	The friendly staff. The small area to read.	6/26/2018 6:40 PM
157	Library2go and how it helped me see the needs of the community.	6/26/2018 6:37 PM
158	north library is stark and empty feeling	6/26/2018 6:34 PM
159	The parking sucks. Period. And offer staying open later one or two nights a week. It's at least 30-40 min drive to downtown, and don't get out of school until 5, for elementary. Can't make it	6/26/2018 6:30 PM
160	The old Morgan Memorial had a number of great staff through the years who created wonderful programs but it remains depressing space, architecturally with little curb appeal as a potential destination.	6/26/2018 6:16 PM
161	I love the separate kids area at the North Suffolk library. Love the programming--wish there was more for homeschoolers.	6/26/2018 6:12 PM
162	Programs for children..love the SHS BARKS Programs and special children's programs including special needs programs..would suggest partnering with Suffolk Parks & Rec Therapeutic Programs	6/26/2018 6:11 PM
163	too loud	6/26/2018 5:57 PM
164	Great for getting books for all the family young to old	6/26/2018 5:51 PM
165	Homeless people stinking up the place and trashing the bathroom	6/26/2018 5:36 PM
166	Ability to find what I need, great local genealogy sections.	6/26/2018 5:31 PM
167	Great kids area	6/26/2018 5:29 PM
168	Friendly staff	6/26/2018 5:28 PM
169	I LIKE THE CHILDRENS ROOM IN NSL. THE STAFF IS ALWAYS FRIENDLY AND HELPFUL	6/26/2018 5:17 PM
170	Not enough materials, cramped, no place to work. There seem to be a lot of people loitering and it did not feel safe.	6/26/2018 5:16 PM
171	That the library is in need of a renovation.	6/26/2018 5:15 PM
172	Nice atmosphere, pleasant librarians.	6/26/2018 5:01 PM
173	friendliness of staff	6/26/2018 5:00 PM
174	None	6/26/2018 4:53 PM
175	crowded shelves with a lack of attractive displays/art. confusing flow of collections	6/26/2018 4:52 PM
176	The North Suffolk library is way too big for what it contains. It's a terrible waste of space, so much more could fit in there.Seemed like there should have been much more in the way of books, there were so few aisles. There was a sewing machine class going while I was there and it was a little distracting.	6/26/2018 4:49 PM
177	Good variety of books and friendly staff. MML is outdated though.	6/26/2018 4:49 PM
178	Parking taken over by other and non-library people.	6/26/2018 4:44 PM
179	Dark, too open (not very private)	6/26/2018 4:32 PM
180	Fun activities	6/26/2018 4:29 PM
181	the library is old and not practical	6/26/2018 4:22 PM

Q10 What type of services, activities, or events (library or non-library) would entice you to travel thirty minutes or more (Think Big!)?

Answered: 178 Skipped: 41

#	RESPONSES	DATE
1	good children's programming for my grand daughter, interesting programming for me at 69-art classes and informational programs, I would adore a book club.	7/16/2018 2:58 PM
2	Instructional community classes; Dinosaur displays; Grant Writing courses; Proposal development; Aquariums; Job Fair (Resume and Job Application completion); Career Development; How-To's (cooking, budget, life skills, etc..)	7/16/2018 9:47 AM
3	Local history classes, free drinks	7/14/2018 10:16 AM
4	Lectures , book reviews , excellent service	7/13/2018 11:03 PM
5	I had a table at Iconcon and it was a total bust because the organizers also let in multi level marketing scams like paparazzi jewelry and essential oils. I would love to see something like the zine fest Richmond has.	7/13/2018 10:48 PM
6	Weight watchers, educational craft activities for adults, book signings for sure	7/13/2018 8:18 PM
7	Book reviews and speakers	7/13/2018 2:58 PM
8	events like running group, craftings, etc. fairs,	7/13/2018 1:36 PM
9	Concerts, author visits, book sales, family oriented activities	7/13/2018 12:29 PM
10	Programs and events, such as book signings, movie nights.	7/13/2018 6:35 AM
11	An acoustic concert or different musical events or lessons, book signing, book club, health related activities.	7/12/2018 10:39 AM
12	Adult get-togethers, date nights, nature events	7/12/2018 7:32 AM
13	Music, food, cultural activities, jewelry and book signings	7/11/2018 7:47 PM
14	Free professional certification training...that can help lead to professional certifications...COMPTIA's: A+, Network+, Security+, CCNA, etc	7/11/2018 7:31 PM
15	Kid friendly event with food or fun activities	7/11/2018 6:55 PM
16	Author events, musical entertainment, cooking demos	7/11/2018 6:47 PM
17	Lecture series - educational, literary, political	7/11/2018 5:07 PM
18	NONE	7/11/2018 2:31 PM
19	Block party, film screening + discussion with relevant participants	7/11/2018 11:44 AM
20	I don't really want to travel that far for library services. I want convenience.	7/11/2018 10:56 AM
21	NONE.	7/11/2018 6:34 AM
22	New book sales. High tech classes open to the public. Kids contests.	7/10/2018 9:03 PM
23	Seed exchange.	7/10/2018 8:48 PM
24	Organized community service activities, kids reading/exploration camps, early morning activities - I'd love to grab coffee and take kids to the library early. Nothing in the area caters to families in the morning.	7/10/2018 8:44 PM
25	Eminent genealogy assistance. Lecturers from recognized experts. Theater productions.	7/10/2018 6:42 PM
26	creative activities where one is able to learn and enjoy something new that's challenging	7/10/2018 4:18 PM
27	Author talks/signings,	7/10/2018 12:58 PM
28	Homeschool activities	7/9/2018 3:26 PM

New Downtown Library Survey

29	Guest appearances (youtuber, Disney/Marvel character, etc) -- My kids are into Cookie Swirl C and Alex Wassabi...so someone like that I would most likely travel an hour or more. Comic-con	7/9/2018 12:24 PM
30	Makerspaces. Plays - I miss the Children's Theatre of Hampton Roads not performing in Suffolk anymore	7/9/2018 11:34 AM
31	Book signings, mystery book clubs.	7/9/2018 10:25 AM
32	great arts festival, good garden talks, good craft classes	7/9/2018 9:37 AM
33	History/ genealogy	7/9/2018 9:01 AM
34	Holiday celebration (Xmas, Easter), US Holiday events (July 4th, etc), Picnic, Classical Music or Performing Arts events, Book drive/fundraiser	7/9/2018 12:49 AM
35	Adult classes.	7/9/2018 12:10 AM
36	The only thing I travel that far for is family.	7/8/2018 10:44 PM
37	Christian artist concerts, great restaurants, beautiful parks, drive-in movie theater,	7/8/2018 5:55 PM
38	Very extensive library collection.	7/8/2018 10:25 AM
39	Small concerts, cultural events, yoga, regional drama, meeting various writers, foreign films, adult crafts.	7/8/2018 7:04 AM
40	Small concerts, cultural events, yoga, regional drama, meeting various writers, foreign films, adult crafts.	7/8/2018 7:03 AM
41	Conference	7/7/2018 7:58 AM
42	A Library Fair that brings books/events to life ie;, A Renaissance Fair!	7/6/2018 9:18 PM
43	Not sure	7/6/2018 8:15 PM
44	Classes on how to do specific things like job skills, CPR classes, etc.	7/6/2018 5:29 PM
45	Iconicon events that are collaborative events with other cities. Local historical or cultural events. Workshops on college preparations, financial aid, getting out of debt, retirement, etc.	7/6/2018 5:01 PM
46	Carnival, petting zoo, water games, swimming event, dance classes, family cookout. Kids events not happening between 11 and 2.	7/6/2018 12:34 PM
47	Various senior programming and events, tax prep help by AARP.	7/6/2018 12:15 PM
48	Think Big? A much bigger book budget. Non-library events are best held somewhere other than the library.	7/6/2018 11:58 AM
49	Fun family indoor or outdoor activities and events	7/6/2018 11:24 AM
50	If it had an autism friendly section and activities for them	7/6/2018 10:19 AM
51	The new library in downtown Suffolk is too far for me to travel (30 miles) on regular basis. I would attend forums on various topics such as history and health.	7/6/2018 9:59 AM
52	None	7/6/2018 8:21 AM
53	A lecture series such as the Norfolk Forum Intimate musical performances Poetry readings	7/5/2018 10:10 PM
54	meditation, yoga, art classes	7/5/2018 4:15 PM
55	none come to mind to warrant traveling that far.	7/5/2018 2:03 PM
56	Hearing a local speak about an international mission trip just taken!! Class on learning more about therapy dog training Classes about volunteering...letting our community know about all the possibilities of volunteering in Suffolk Holiday craft classes A teaching opportunity will take me to the library to share my expertise with others!	7/5/2018 12:44 PM
57	Guest author lecture, book club meetings, book sales, poetry/spoken word events and family movie nights.	7/5/2018 12:40 PM
58	Large community events with various vendors	7/5/2018 12:00 PM
59	Workshop or presentation.	7/5/2018 10:46 AM

New Downtown Library Survey

60	Learning programs that brought in events like the human body exhibit, art exhibits, and anything for learning about the world. Workkey testing center for recruits-these are aptitude test we have applicants complete to see if they are a fit for job openings.	7/5/2018 10:25 AM
61	Something fun and active for children. To travel more than 30 mins it would have to be something that can easily fill ~2 hours, which with small children can take a lot! Physical activity is a big one for my boys--bounce houses or climbing areas, lots of room to explore and run around, pretend play. We love the interactive screens on the floor at the Strover Library in downtown Norfolk.	7/5/2018 9:04 AM
62	interesting classes, painting, maker space, coffee station, quiet comfortable seating separated from younger people	7/5/2018 8:30 AM
63	N/A	7/4/2018 9:47 PM
64	Church services, christian events, after school programs, family events, mommy and me classes and play dates/activities for small children.	7/4/2018 8:45 PM
65	outside movies in summer, Authors visiting, hands on event	7/4/2018 2:04 PM
66	Language classes. Especially Japanese.	7/4/2018 9:28 AM
67	Geneology classes	7/4/2018 9:15 AM
68	Ns	7/4/2018 7:06 AM
69	Craft shows & demos & classes	7/3/2018 4:54 PM
70	Concerts, special guest lecturers, art exhibits, trade shows, STEM activities for kids, regular creative writing classes/workshops, college courses, movie nights with big screen and surround sound, etc.	7/3/2018 3:41 PM
71	A national convention of memoir writers OR genealogists. A major scrapbooking fair w/classes.	7/3/2018 2:30 PM
72	Genealogy classes. Quilting classes Classes for most anything.	7/3/2018 1:56 PM
73	to hear an author speak, creative demonstrations	7/3/2018 1:50 PM
74	Live local music, Anything Free give aways.	7/2/2018 4:13 PM
75	That's just it we live close to the Morgan Memorial it's our home library. I'm not going to drive over to North Suffolk. Occasionally we go to Chuckatuck to do something different, or participate in programs that are outside. Our community needs a bright inviting space for everyone to enjoy. I have students who need this space to get their homework done because they don't have internet access at home. We need a new space right within the same mile for our citizens, young and old. We need to make an space that children want to be at, so they can grow in their reading and education.	7/1/2018 9:20 PM
76	Coffee shop, kids events, movies, guest speakers, local artisans	7/1/2018 7:44 PM
77	Farmer's Market, Vintage/craft market, book sale.	6/30/2018 11:10 PM
78	Free tax and financial planning assistance. Job fairs	6/30/2018 9:50 PM
79	Meeting an author	6/30/2018 4:36 PM
80	A thriving book club group. Author/illustrator visits.	6/30/2018 4:03 PM
81	Space. Workshops. Support groups. Education	6/30/2018 10:42 AM
82	A class	6/30/2018 6:19 AM
83	?	6/29/2018 10:39 PM
84	Interactive children's craft & art programs	6/29/2018 9:00 PM
85	Book signings by popular authors	6/28/2018 9:08 PM
86	Free beer.	6/28/2018 8:47 PM
87	I frequently travel 30 minutes or more for library programs. As long as it is something that I think would be educational and/or fun, I don't mind traveling.	6/28/2018 7:39 PM
88	Animal show, paint night, yoga classes, live music	6/28/2018 5:37 PM
89	See answer to question 3. I would not travel outside of Suffolk for a library if I had these options but if I lived elsewhere I would make the drive	6/28/2018 11:48 AM

New Downtown Library Survey

90	None	6/28/2018 10:29 AM
91	Creative work-shops	6/28/2018 9:48 AM
92	A Suffolk Museum	6/28/2018 8:36 AM
93	Art classes, local history and literature classes	6/28/2018 8:21 AM
94	Children's activities. Like special educational programs, magic shows, animal preservation	6/28/2018 7:51 AM
95	A reward or event at a special location. Like the zoo/aquarium/National park event.	6/27/2018 11:24 PM
96	I do travel for books, events (comicon), library to go, outreach programs, music events, copies or fax, movies.	6/27/2018 10:38 PM
97	With a 4 yr old, 2 yr old and another on the way...almost nothing haha	6/27/2018 6:10 PM
98	Author presentations, computer assistance, class on new skills or hobbies.	6/27/2018 5:35 PM
99	There is nothing I can think of that would entice me to drive that distance. I don't care for crowds and loud events at 62 years of age and semi retired from being a nurse for 42 years.	6/27/2018 5:13 PM
100	having the books or material I want to check out as well as a comfortable space to sit and read or do research	6/27/2018 5:04 PM
101	Any activities that my children would be interested in.	6/27/2018 4:34 PM
102	Parenting Events! Professional education events for staff working with new parents.	6/27/2018 3:12 PM
103	ComicCon events, book reads, family activities and initiatives, concerts	6/27/2018 3:10 PM
104	Therapeutic Dog read alouds	6/27/2018 3:09 PM
105	Author talk, lecture/discussion on timely topics	6/27/2018 2:41 PM
106	something new and exciting	6/27/2018 1:48 PM
107	Free art and creative writing programs for adults, more computers, new technology and software like green screen, 3d printing, adobe photoshop,	6/27/2018 1:05 PM
108	Contests	6/27/2018 12:21 PM
109	Special speakers or events, one of a kind/specialty reference sections, book signings.	6/27/2018 12:07 PM
110	speakers, authors, arts	6/27/2018 11:24 AM
111	Not sure	6/27/2018 7:18 AM
112	Crafts, exhibits, classes (history of Suffolk & surrounding area, gardening)	6/27/2018 6:39 AM
113	Fun programs offered for children and teens.	6/27/2018 6:11 AM
114	Speakers, stem learning	6/27/2018 2:50 AM
115	Art classes, meet and greet events, performances - don't necessarily need to be professional- could be performances by local school groups	6/27/2018 1:22 AM
116	M O V I E S H O W I N G S. Arts program series (learn how to...). Arts competitions/gallery/shows?	6/27/2018 12:02 AM
117	Lecture series, famous authors	6/26/2018 11:47 PM
118	Free fun classes for all ages	6/26/2018 11:11 PM

New Downtown Library Survey

119	I don't like on-going, time commitment classes that meet too regularly. The most regular such class we did would be the Living Museum kid's class, that meets once a month and that's a 45-60 minute drive. That was the one hour class on something nature and STEAM related meant for children 3-8 (my younger daughter was in during the school year) and 6-10 (my older daughter was in, weekends). My children and I enjoy STEAM activities in general. I love fandom things like Iconicon, gathering so many different people and age groups and a bit disjointed but fun. The last Iconicon my favorite parts were when I was hanging out with the group that was watching Alolan episodes of Pokemon. It was too funny being in a conversation with a group of teenagers and my kids (5 and 8) and myself all talking different generations of Pokemon. Would have loved to sing some old school anime karaoke outside, but the line was too long so I couldn't sing this year again. Maybe better luck next time. Peanut City Chase and City Wide Playdate are still some of my favorite activities I've done through the library. These kinds of once in a great while (specifically once a year for these events) are also ones that require a lot of work behind them but I really enjoy and try to spread the word about. Geared toward really young children (under 5), but some of the most memorable activities at the downtown library that I cherish the memories and pictures of are the Halloween parties and stuffed animal sleepovers. I know my kids are aged out of that, but that was so much fun. Especially the storytime and playing before the stuffed animals went to the sleepover, and the album that came home with the animals after the event. Something special like that you don't see all the time. I would travel for special events like food and music festivals. Like the Earth and Arts Festival that Westminster Presbyterian puts together in the spring. Library can do something like that, featuring local artists and small businesses.	6/26/2018 10:31 PM
120	Live animal visits. Carnivals. Festivals with children's themes and bounce houses	6/26/2018 10:29 PM
121	Sewing classes, cake decorating classes, mommy and me yoga, mommy and me Zumba, kids dance classes, moms group meetings.	6/26/2018 10:24 PM
122	Teen meeting groups, volunteers program for teens,	6/26/2018 9:53 PM
123	Group exercise. Wellness education. Club activities. Having access to a greater number of books (there have been books I would have liked from hoopla that weren't available there) Classes that teach hobby related information. Classes that teach bicycle maintenance , hiking skills , other out door activities. Perhaps hikes/ walks that combined a learning activity. Classes that taught real life practical skills such as time management , goal setting , and self care - meditation	6/26/2018 9:53 PM
124	Free art activities, field day, movies in the park	6/26/2018 9:49 PM
125	Unique display of art, book signings, meet and greet of famous author	6/26/2018 9:28 PM
126	Book Sales.	6/26/2018 9:23 PM
127	Play spaces for kids , outdoor spaces for programming! Technology!!	6/26/2018 9:20 PM
128	Meet authors, hear great speakers,	6/26/2018 9:16 PM
129	Don't know	6/26/2018 9:15 PM
130	Not sure	6/26/2018 9:09 PM
131	Conferences. Workshops. Festivals or special days. They could be relevant to the history of the area, landmarks in the area, there are so many possibilities.	6/26/2018 9:09 PM
132	Meet the author programs, book readings, writing groups, book clubs	6/26/2018 9:08 PM
133	Sporting events, family events	6/26/2018 9:02 PM
134	Concerts, conventions	6/26/2018 8:58 PM
135	Rock painting,civic group meetings.	6/26/2018 8:46 PM
136	None	6/26/2018 8:28 PM
137	Maybe like a festival	6/26/2018 8:26 PM
138	Going to Morgan Memorial is a 30-minute ride for us. My daughter wants to go often but I refuse because I am tired of patrons who are rude and obnoxious and if I wanted to be in a loud environment I would go to Walmart.	6/26/2018 8:24 PM
139	N/A	6/26/2018 8:22 PM
140	Author visits, music, lectures (TED talk type), art exhibits	6/26/2018 8:15 PM
141	Classes - adult learning, yoga classes, etc	6/26/2018 8:04 PM

New Downtown Library Survey

142	Paint night, a books n' brews night collaboration with a local brewery, live music, author talks.	6/26/2018 7:59 PM
143	International food fair	6/26/2018 7:50 PM
144	Author visits, programs for older kids,	6/26/2018 7:43 PM
145	Tech and maker events, and classes for new skills.	6/26/2018 7:41 PM
146	A really good lecturer.	6/26/2018 7:34 PM
147	They actually have awesome programs.	6/26/2018 7:32 PM
148	Meet and greet with authors	6/26/2018 7:30 PM
149	Check out Slover Library. I travel from Suffolk to Norfolk because it is amazing!	6/26/2018 7:26 PM
150	Festivals, farmers markets, love music, education	6/26/2018 7:15 PM
151	meeting spaces for small to medium groups, kids activities and high tech environment.	6/26/2018 7:10 PM
152	Meetups	6/26/2018 6:52 PM
153	Adult card and board game room.	6/26/2018 6:40 PM
154	Comic-Con	6/26/2018 6:37 PM
155	concerts, craft shows	6/26/2018 6:34 PM
156	I already travel that far	6/26/2018 6:30 PM
157	concerts, lectures, classes	6/26/2018 6:16 PM
158	Free classes for homeschool kids---dance class, gymnastics class etc.	6/26/2018 6:12 PM
159	Kids activities, music,	6/26/2018 6:07 PM
160	Video gaming for my teen, learning resources for my younger children	6/26/2018 5:52 PM
161	Do not know	6/26/2018 5:51 PM
162	Nothing that can't happen somewhere else. Quit trying to justify this project	6/26/2018 5:36 PM
163	Book signing and book club	6/26/2018 5:29 PM
164	N/A	6/26/2018 5:28 PM
165	LEARNING A DIFFERENT LANGUAGE, CRAFT AND DIY PROJECTS. DISCOVERING THINGS OF THE PAST..	6/26/2018 5:17 PM
166	If I drive 30 minutes I would expect to be there for a while. Being able to do good research. Having it well organized and easy to find. Adequately staffed because Librarians are an important resource. I like the ability to check out my own books or get help if I need it. A good collection of periodicals and audio books videos that sort of thing. I would like to see libraries facilitate the showcasing of local businesses, local Artisans, and really be a community hub	6/26/2018 5:16 PM
167	Famous author event, stargazing with an astronomer, concert.	6/26/2018 5:15 PM
168	Speakers on inspiring or intriguing topics like why reading the classics is essential to civilization or the importance of maintaining freedom of speech, etc. Book sale. Antique show / sale. Plays and musicals - Shakespeare, plays based on classics, musicals.	6/26/2018 5:01 PM
169	Yoga and Pilates at the library Cooking classes (Ethnic)	6/26/2018 5:00 PM
170	None	6/26/2018 4:53 PM
171	fest! music, art, gaming. computer classes, art classes	6/26/2018 4:52 PM
172	Book readings and signings with popular authors, city-wide events, big books sales, comedy club nights, craft and art shows/fairs.	6/26/2018 4:49 PM
173	Group reading for younger children, book club for adults, book celebrations	6/26/2018 4:49 PM
174	Nonr	6/26/2018 4:44 PM
175	museum of Suffolk historical artifacts	6/26/2018 4:37 PM
176	Concerts, speaker forums	6/26/2018 4:32 PM
177	Children's and family festivals Water fountains Splash pad Park	6/26/2018 4:29 PM

Q10 What type of services, activities, or events (library or non-library) would entice you to travel thirty minutes or more (Think Big!)?



A word cloud of responses to the question. The words are in various shades of blue and green. The most prominent words are 'classes', 'events', 'programs', 'activities', and 'library'. Other visible words include 'craft', 'family', 'kids', 'etc', 'book', 'meet', 'groups', 'Festivals', 'children', 'Free', 'travel', 'art', 'learning', 'music', and 'concerts'.

New Downtown Library Survey

Q11 Other thoughts, comments, etc.

Answered: 124 Skipped: 95

#	RESPONSES	DATE
1	Build up, use the vertical space to create levels. Use keyless entry (such as use reserver's library card) for multi-purpose rooms access; electronicize the room reservation process; digital signage board in foyer or near entrance that alerts patrons what is happening so that interests are gained; display kids/teens/community members art collections (i.e., rocks, models, etc.). We want to make the library a safe fun learning environment versus just a book disperser. The Greenes'	7/16/2018 9:47 AM
2	Suffolk should model slover library and should include a local history room	7/14/2018 10:16 AM
3	Cheerful atmosphere ,natural lighting , current editions	7/13/2018 11:03 PM
4	N/a	7/13/2018 10:48 PM
5	Please look into buying more than 1 copy of current authors that are popular. Library for the sight impaired. Bigger selection on totalbook.	7/13/2018 8:18 PM
6	None	7/13/2018 2:58 PM
7	n/a	7/13/2018 1:36 PM
8	N/A	7/13/2018 12:29 PM
9	I have not visited the Suffolk public library due to it not being the best. I enjoy the larger libraries in Virginia Beach.	7/12/2018 7:32 AM
10	Morgan Memorial does such an awesome job diversifying its library programs to meet the needs of the community. However, they could really use a boost by marketing thru social media, churches, sororities, fraternities and other local organizations. Also, send email about monthly programming to daycare centers and local teen centers such as Boys and Girls Club and utilize Peach Jar through SPS the online way to send flyers out to parents who subscribe to the free service via email.	7/11/2018 7:47 PM
11	None	7/11/2018 7:31 PM
12	None	7/11/2018 6:55 PM
13	None	7/11/2018 5:07 PM
14	Please keep the library in downtown Suffolk	7/11/2018 2:31 PM
15	n/a	7/11/2018 11:44 AM
16	None.	7/11/2018 10:56 AM
17	Don't build this dinosaur.	7/11/2018 6:34 AM
18	Desperately need new Information Technology books at all branches. This should be a whole aisle. Particularly certification books And please make it easier to log into the digital libraries. Scale back the romance and porn. Need a lot more nonfiction.	7/10/2018 9:03 PM
19	None	7/10/2018 6:42 PM
20	we need a new and modern library in Suffolk	7/10/2018 4:18 PM
21	I have always loved our library, but it is just way too dated. When my kids were small, we would attend a lot of the reading and special event activities in the summer, but even back then (20 years ago), they were over-crowded. I love the ability to access books online, as well as still check them out from our local library. It just seems that with all of the new city and municipal buildings in Suffolk, we could do a lot better with a better downtown library for our community. With the poverty in Suffolk, many people need a nice, comfortable and up-to-date reading and research environment.	7/10/2018 12:58 PM
22	Maybe a quiet sensory room for kids with autism to take a break in and way to keep the kids from running away from parents	7/9/2018 11:34 AM

New Downtown Library Survey

23	Please allow SUFFOLK to build this NEW library. I live close to WHALEYVILLE, this is the best location for me, in downtown Suffolk. The current building is too small, the computer section is on top of people trying to read, yet the computer people are on the phone, talking over each other, etc. I'm old fashioned, a library is a quiet, studious facility.	7/9/2018 10:25 AM
24	Don't overplan. Keep the space simple and make your spaces versatile	7/9/2018 9:01 AM
25	Keep the book coming!	7/9/2018 12:10 AM
26	No	7/8/2018 10:44 PM
27	Make it into a library.	7/8/2018 10:25 AM
28	Would love to see more books offered in our libraries. Please don't take away our books and library environment !	7/6/2018 9:18 PM
29	—	7/6/2018 8:15 PM
30	Not all citizens can afford the internet and still need the Library.	7/6/2018 5:29 PM
31	I want to comment on the need for hard-copy books. So many people think that hard-copy books are no longer relevant and I completely disagree. Even my teenage daughters see the value in holding a book, the sound of turning pages, and even the smell! I believe that the best libraries do not rid themselves of the old to make way for the new. I know there is room and value for both hard-copy and digital books. I want to strongly encourage that both are maintained. Furthermore, I want to strongly encourage collaboration with the Suffolk Public Schools. So many times a literary work was assigned to my daughters and only to find there are no classroom copies that can be brought home and the Suffolk libraries did not have that work or they only had one copy and it was in circulation. So I would have to go to Chesapeake or Virginia Beach to secure a copy for my daughters. This is unfortunate and in today's world truly unnecessary. There should be collaboration between the public libraries and the schools so that hard-copy and digital books are available for students. This would be such a benefit to those who would like to utilize the book at home for studying, note-taking, and just ensuring they understand what they are reading.	7/6/2018 5:01 PM
32	I think the library is such a great resource. Only disappointment is the featured gay pride month especially since so many young children use the library.	7/6/2018 12:34 PM
33	N/A	7/6/2018 12:15 PM
34	It just makes me sad to see a good library deteriorating. We pay taxes to support it, and just because the management has other ideas we are being robbed.	7/6/2018 11:58 AM
35	Go big and innovative give people a meeting space for families to access high technology consider a 3D printer, a computer lab to teach coding	7/6/2018 10:19 AM
36	Glad Suffolk is getting new library in the downtown area. It is too far from my home in Riverfront to travel just for books. Would consider attending forums on various topics on occasion.	7/6/2018 9:59 AM
37	Books are important	7/6/2018 8:21 AM
38	Would be nice to have an outdoor courtyard area with benches and spaces to read under a tree or have nice meetings; exterior native plantings would be nice	7/5/2018 10:10 PM
39	NA	7/5/2018 4:15 PM
40	I think SPL does a good job of thinking "outside the box". However, SPL is not Social Services and should not be straying too far into social programming that isn't in the "wheel-house" of staff. Programs for kids and adults are great. Outside speakers offer a variety of topics and get people to think. However, I think staff is trying to think big but giving people a "taste" is good but not when staff aren't subject matter experts. It can come off as small and not of much value.	7/5/2018 2:03 PM
41	I've been waiting for the new library before word of it was ever made public!	7/5/2018 12:44 PM
42	The availability of great reads at my public library is a great motivator for frequent visits from my family.	7/5/2018 12:40 PM
43	N/A	7/5/2018 12:00 PM

New Downtown Library Survey

44	The sad issue with the library is that the books are disappearing from the shelves, it is very, very, sad. Novels are fine in digital format. I understand the transition to the digital world, but these books are rented and not owned by the library, do you realize that? Art books with images are not enjoyable in a digital format as there is frequently a need to compare and contrast images when studying and reading. I would often go to the library to read the books as many of them are quite heavy, but to my astonishment they are no longer available. This is very concerning for the future of libraries. Where are we headed?	7/5/2018 10:46 AM
45	Can't wait. Hope we get a new library.	7/5/2018 8:30 AM
46	N/A	7/4/2018 9:47 PM
47	Adult computer classes for beginners, etc. would be great to have there.	7/4/2018 8:45 PM
48	it is frustrating having three libraries and not all books where you are at that moment...i need to be better about ordering what I want and having it delivered to library by me	7/4/2018 2:04 PM
49	Perhaps offer a summer camp for children and teens to keep them out of trouble and fed in the summer. There could be a couple of benefit fundraiser parties during the year to offset the cost of this endeavor. So many youth are just stuck behind a screen all summer.	7/4/2018 9:28 AM
50	Downtown library must have plenty of parking and security	7/4/2018 9:15 AM
51	Na	7/4/2018 7:06 AM
52	Have a brightly light parking lot so everyone will feel safe when coming & going	7/3/2018 4:54 PM
53	Parking and ease of access is crucial. Security required. Comprehensive signage. Meeting space. Exhibit space. Modern amenities.	7/3/2018 3:41 PM
54	thanks for asking these questions. I'm a new resident to Suffolk (9 months) after living in Virginia Beach for 20+. Limited experience with Suffolk libraries but I'm excited about getting a new library!	7/3/2018 2:30 PM
55	If you do not have space down town area how about the Holy Neck area by Kilby shores or Lakeland. Also libraries should be open until 9:00p.m.	7/2/2018 4:13 PM
56	Find the Money.... Lets do something positive for our community. Ask the children our future what we need. They need a place to be after school to do homework, a summer location that's cool and offers educational activities. Or end of the city gets passed over too much. It's time to do something positive for this side of the city.	7/1/2018 9:20 PM
57	I can't wait for the new library!!	7/1/2018 7:44 PM
58	I love libraries! It would be wonderful to have a new library in downtown Suffolk, but it would be a shame to but more money and space into the "bells and whistles" so common in new libraries and then end up with a sterile, cold, impersonal space. Mostly I look forward to personal assistance and recommendations from a knowledgeable staff. The people make the library, not the walls!	6/30/2018 4:03 PM
59	Keep it simple. Practical decor, this is a resource, not a hang out area.	6/30/2018 6:19 AM
60	Go big or go home!	6/29/2018 10:39 PM
61	None	6/29/2018 9:00 PM
62	The current Suffolk library has become outdated, small, and offers few interesting programs or activities.	6/28/2018 9:08 PM
63	No, not really.	6/28/2018 8:47 PM
64	I think you should design a new facility with the future in mind. I think it should be LEED certified (or similar), incorporating features like wind and solar power. It would be a great learning tool for the community, and a positive step for the environment.	6/28/2018 7:39 PM
65	I am excited about a better library for downtown!	6/28/2018 5:37 PM
66	Have a blessed day!	6/28/2018 11:48 AM
67	Downtown deserves a fabulous space	6/28/2018 10:29 AM
68	Suffolk library staff work very hard and the community needs to support them. The city needs a to push everyone to get a library card.	6/27/2018 11:24 PM
69	Suffolk library system works hard to serve the public. Always reaching out to the community. Visible at every Suffolk event. Very friendly and efficient service. Your staff reaches out to everyone. Very necessary in this fast moving age.	6/27/2018 10:38 PM

New Downtown Library Survey

70	The library is my must have city service. I am willing to pay an increase in taxes in Suffolk to have a better library downtown. I would take my rubbish to the landfill but don't take away tax funding of the libraries.	6/27/2018 5:13 PM
71	NA	6/27/2018 4:34 PM
72	New activities for parents, moms, dads, and grandparents with new babies!!!	6/27/2018 3:12 PM
73	n/a	6/27/2018 3:09 PM
74	n/a	6/27/2018 1:48 PM
75	I've been going to the downtown on and off since I was kid and they do the best with what they have but it's really an old musty building and it isn't big enough to meet all the needs for it's community. We need a dedicated safe area for teens where they can hang out, private study/meeting rooms for those that need them.	6/27/2018 1:05 PM
76	Libraries that succeed must be current, relevant, and provide services not available elsewhere. Services should include not only informative ones like books, magazines, audio/visual disks but community ones as well like gardening presentations, blood drives and places to meet our current and potential politicians including lower level managers to give talks about things like how to report a street light being out or what items goes into which trash bin. Libraries should be fonts of knowledge for its citizens for all aspects of life and its true purpose should be getting that knowledge to the greatest number of people.	6/27/2018 12:07 PM
77	No	6/27/2018 7:18 AM
78	Would be nice to have a large kitchen. Cooking class or demonstration. Support other activities at the library.	6/27/2018 6:39 AM
79	Excited about a downtown library! Would love to see it partnered with the efforts to create an arts district downtown.	6/27/2018 1:22 AM
80	Yay new library!	6/27/2018 12:02 AM
81	We need to modernize our libraries	6/26/2018 11:47 PM
82	I appreciate the opportunity to have input	6/26/2018 10:24 PM
83	We love our library and would be very excited to see improvements.	6/26/2018 9:49 PM
84	No	6/26/2018 9:23 PM
85	Can u please put Judith Godwin's abstract impressionist painting in the new library? It is a beautiful important painting by a female AB x artist, painting in NYC and born in Suffolk. It is not often on view.	6/26/2018 9:16 PM
86	The new downtown library should retain the Morgan Memorial name.	6/26/2018 9:13 PM
87	Please keep your selection up to date and relevant. We tried to find books on the schools reading list and couldn't find any of them. You should have a better partnership with the schools to provide those kinds of things. Also better supervision of the kids that visit the library. Sometimes they take over and the atmosphere is unpleasant for little ones.	6/26/2018 9:09 PM
88	N/A	6/26/2018 9:08 PM
89	Na	6/26/2018 9:02 PM
90	The access to online books,helpful staff and the meeting rooms.	6/26/2018 8:46 PM
91	None	6/26/2018 8:28 PM
92	None	6/26/2018 8:26 PM
93	N/A	6/26/2018 8:22 PM
94	I appreciate all that the library currently does to entice the community (even nonreaders) to visit the library. CONTINUE THIS! I really like the idea of a majer-space and a really strong geaneology section.... these could be unique draws	6/26/2018 8:15 PM
95	Would love our library to reflect our community and its interests, as well as help community members embrace new interests and come together	6/26/2018 8:04 PM
96	n/a	6/26/2018 7:59 PM

New Downtown Library Survey

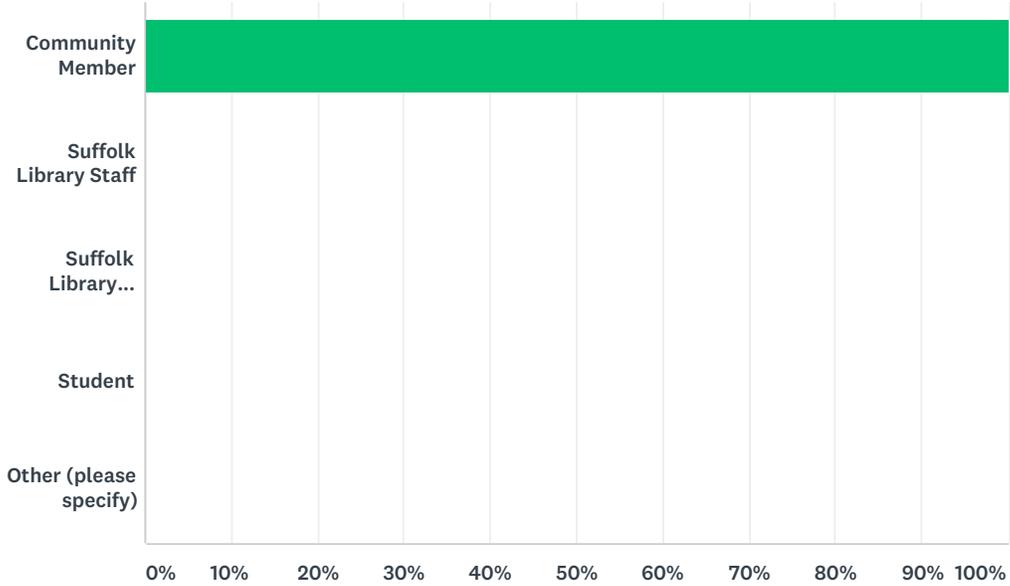
98	We love battle of the books!	6/26/2018 7:43 PM
99	None	6/26/2018 7:41 PM
100	I will say again. I am really disappointed in how few books are available. I have a long list, which were available when I started the list, but are not now. I do not have a e-reader and do not plan to have one. Physical books are what I read. I do like the convenience of reserving books online. But the selection is low.	6/26/2018 7:34 PM
101	As a whole I think the library has done an excellent job with working with the current building and limited space.	6/26/2018 7:32 PM
102	N/A	6/26/2018 7:30 PM
103	Look at Slover! We need something like that here! Suffolk is growing exponentially. We need to offer contemporary options!	6/26/2018 7:26 PM
104	We love the library and want to see it grow!!!	6/26/2018 7:15 PM
105	Strong partnership with the schools would be very appropriate.	6/26/2018 7:10 PM
106	N/a	6/26/2018 6:52 PM
107	They do amazing work for their community with what they have. Everyone in Suffolk seems to love their libraries and a large portion depends on it for things other people might take for granted.	6/26/2018 6:37 PM
108	Parking needs to be addressed and longer hours	6/26/2018 6:30 PM
109	Good luck on this much-needed project!	6/26/2018 6:16 PM
110	Would love to see the safety at the downtown library become a priority. There needs to be some change there. The last two times I have been there have been scary incidents---we almost never go anymore.	6/26/2018 6:12 PM
111	Hope for a bigger better place for all ages to use and enjoy.	6/26/2018 5:51 PM
112	Once again you'll be listening to the wrong group of taxpayers. Look at who actually attends the library and the events setup to draw people there to justify keeping and upgrading this dinosaur. Use the funds for places that will be used for a broader range of taxpayers. A small group of people think this project will bring people back downtown. FAT chance	6/26/2018 5:36 PM
113	Excited to explore the new library when it's finished! Contrary to popular belief, there are many of us who remain steadfast in the printed word!	6/26/2018 5:29 PM
115	I THINK THE LIBRARY SHOULD SO INVOLVED IN THE COMMUNITY. IT SHOULD BE THE INFORMATION HUB.	6/26/2018 5:17 PM
116	I am very glad to see that Suffolk is addressing this. That the city has only three libraries is well-known problem. We are at homeschooling family and I know that most of the homeschooling families I know and Suffolk go to other cities for the materials and their meetings.	6/26/2018 5:16 PM
118	I truly enjoy using Hoopla and was borrowing 11 books a month with great joy. I was absolutely thrilled with this service. Then they reduced allowed borrows to 4. Made my heart sink with disappointment. I work in Norfolk and rarely have time to visit the library. Hoopla is a way I can borrow and read. Also listen to tons of audio books during my commute.	6/26/2018 5:01 PM
121	Do not lose focus of library for its traditional activities.	6/26/2018 4:44 PM
122	Suffolk needs a museum telling visitors and residents about the history of this city. Work with the local historical society to have a permanent exhibit space to display these artifacts.	6/26/2018 4:37 PM

Q11 Other thoughts, comments, etc.

space area community see new library go Suffolk reading
 need people library great books work None make
 better will new downtown

Q12 Which of the following roles most accurately describes you in your relation to the Suffolk Public Library System:

Answered: 219 Skipped: 0

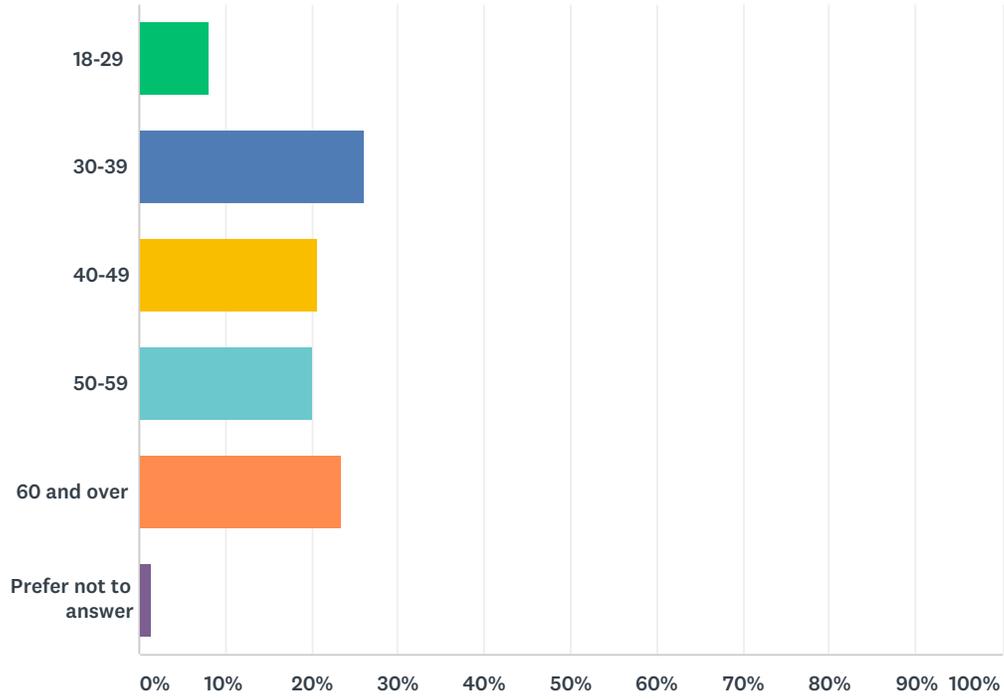


ANSWER CHOICES	RESPONSES	
Community Member	100.00%	219
Suffolk Library Staff	0.00%	0
Suffolk Library Volunteer	0.00%	0
Student	0.00%	0
Other (please specify)	0.00%	0
TOTAL		219

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q13 Your age group:

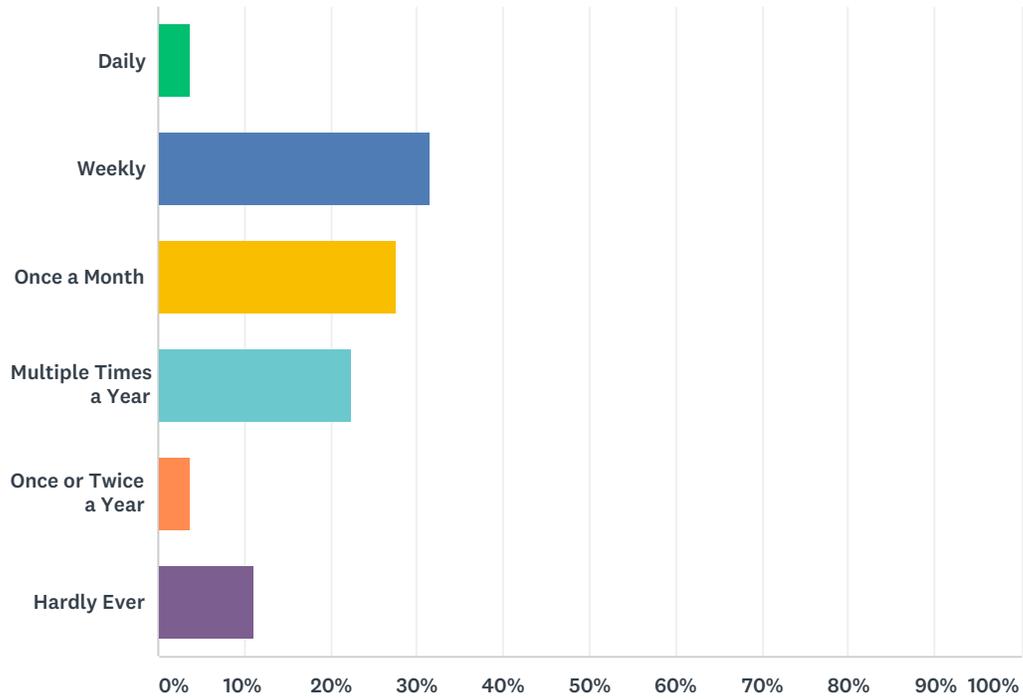
Answered: 218 Skipped: 1



ANSWER CHOICES	RESPONSES	
18-29	8.26%	18
30-39	26.15%	57
40-49	20.64%	45
50-59	20.18%	44
60 and over	23.39%	51
Prefer not to answer	1.38%	3
TOTAL		218

Q14 How often do you use the Suffolk Public Library System?

Answered: 218 Skipped: 1



ANSWER CHOICES	RESPONSES	
Daily	3.67%	8
Weekly	31.65%	69
Once a Month	27.52%	60
Multiple Times a Year	22.48%	49
Once or Twice a Year	3.67%	8
Hardly Ever	11.01%	24
TOTAL		218

Appendix F
Charrette Report Review
Presentation



SUFFOLK
PUBLIC LIBRARY

Suffolk Downtown Library Study Charrette Report Review

August 21, 2018
11:30 AM – 5:00 PM

Agenda

- I. Introduction
- II. Program Review + Lunch
 - a. Charrette Program Validation – Review
 - b. Community Feedback
 - i. Community Meetings and Survey Highlights
 - ii. Supporting Results
 - iii. Diverging Results
 - c. Priorities –Recommendations and Analysis
 - d. Revised Program with Recommendations and Budget Review
- III. IT/AV/Security Systems
- IV. Building Program Adjacencies
 - a. Presentation
 - b. Working Session
- V. Presentation and Review
 - a. Final Program
 - b. Final Bubble Diagram

I. Introduction

NEWMAN ARCHITECTS

WALLER
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Suffolk Downtown Library
SUFFOLK, VIRGINIA

**CHARRETTE REPORT
DRAFT**

08 August 2018

PROVIDED BY:

**WALLER
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WALLER, TODD & SADLER ARCHITECTS, INC.
1909 CYPRESS AVENUE
VIRGINIA BEACH, VIRGINIA 23451
(757) 417-0140; FAX (757) 417-0144

WTS PROJECT NO. 1418-S



SUFFOLK
PUBLIC LIBRARY



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II. Program Review

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Charrette Program Validation

PROGRAMMING SUMMARY DRAFT

SUFFOLK PUBLIC LIBRARY NEW DOWNTOWN LIBRARY



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PROPOSED PROGRAM AREA SUMMARY

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS			
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use
24/7 Spaces								840			
Lobby/Commons	—	15	1	325	325					After-hours use.	Tables, Chairs, Soft Seating
Lockers	—	—			0				Drive through drop-off, front entry.		"Amazon" Style drop off and pick up lockers. 9 lockers total.
Interior Book Drop	—	—	1		0				Front Entry, Holds, Self Check Out, Circulation Work Room, AMH		
Public Information	216	—	1	45	45				Front Entry		Wall Display, Flyers and Take-aways
Recycle Drop Off	45	—	1	45	45				Front Entry		Batteries, Ink Cartridges, Eye Glasses, Plastic Bags, Etc.
24/7 Medium Meeting Room	—	8 to 12	1	280	280				Front Entry, Lobby/ Commons, Restroom	After-hours use; accessible via code entry	
Vending	45	—	1	50	50				Front Entry, Lobby/Commons		Potentially a need for additional machines adjacent to staff area if staff area is not adjacent to front entry.
Print Services	—	—	1	15	15				Front Entry, Lobby/Commons, public information		Built-in standing computer/kiosk.
Dedicated Restroom	—	1	1	80	80				24/7 Medium Meeting Room	After-hours use; accessible via code entry	TBD Code requirements for full restrooms.
Circulation								1,236			
Multi-Point Book Drop/ AMH	—	—	1	400	400				Mail and Deliveries, Collections Work Room, Front Entry.		Exterior Book Drop and Interior Book Drop required.
"Shopping" Cart Storage	—	—	1	30	30				Front Entry		
Self Check Out	180	3	3	30	90				Front Entry, self- checkout, Circulation Work Room		
Holds	15	—	1	65	65				Front Entry, self- checkout, Circulation Work Room		
Gallery	—	—			0					Local Artist's Display, Historic Collection Display	Not dedicated SF; Utilize space within Library Spaces. Creative Display space needed near front entry
Print Services	80	—	1	15	15				Front Entry, Self- Checkout		Stand-up Computer station for print and go
Database Search Stations - OPAC	—	—	3	12	36						Built-in Kiosks for searching digital collections and physical collections.
Circulation Work Room+ Cart Storage	460	3	1	600	600				AMH, Front Entry, Mail and Deliveries	Materials Handling	Cart storage, Work Table.
Collections and Seating								21,350			
Adult Collections (quantified in Volumes)								7,795			
		w/ anticipated growth		Books/SF							
New/Popular	150	—	2000	20.00	200				Front Entry, Non Traditional Collections, Holds, Self-Checkout, High Interest Area		collection rotates in and out. High interest area to include soft seating, active and social environment. Calculation based on shelves at retail aisle width, 4 shelves high.
Adult Audiobook	300	—	5500	20.00	275				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.
Adult Bio/Non F	900	—	22000	8.00	3,000				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.
Adult Fiction	950	—	18500	8.00	2,310				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.

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Charrette Program Validation

GROUPS/SUBGROUPS		EXISTING LIBRARY PROGRAM		PROGRAM DATA					CHARACTERISTICS		
Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	Additional Notes	
Graphic Novel	—	—	3000	8.00	375			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.	
Magazines	118	—	600	1SF/Issue	600			Centralize Adult Collections for Visibility to Youth and Family Services' Areas, High Interest Area		High interest area to include soft seating, active and social environment.	
Large Type Bio/ Non F	300	—	500	8.00	65			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.	
Large Type Fiction		—	7000	8.00	875			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.	
Professional	160	—	750	8.00	95			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on shelves at retail aisle width, 4 shelves high.	
General		5,400									
Flexible Commons- Seating	660	180	1	5400	5,400			Distributed throughout Collections	Reading areas, Grab and Go areas for social conversation, meetings. Discovery Appointments. Spaces to use lendable devices. Adult Care Groups, Tutoring, Counseling	Mix of seating type, all seating to have power and/or data capabilities. Kiosks for plug and play, listening and streaming. Study Carrels for individual work. Tables for 4-6. Soft Seating. Dispersed Play Area, exploration and wonder not just for kids. Device Charging stations	
Special Collections		620									
Non Traditional Collections	15	—	1	300	300			Front Entry, New/Popular, Holds, Self-Checkout		Lending Library: Cake Pans, Adventure-to-go kits, WIFI Hot Spots, Drones, Tools, Knitting kits, etc.. Retail approach for browsing and display.	
Non- Traditional Storage	—	—	1	320	320			Circulation Work Room, Mail and Deliveries	Materials Handling	Possibility to combine with Circulation Work Room?	
Youth and Family Services		2,105									
Early Childhood Play	275	30	1	520	520			Youth and Family Services' Program Room, Storage, Print Services, Stroller Parking, Elementary Play Area (visual links), Youth and Family Services Collections	Story Time, Dedicated Play, Parenting	Separated from the rest of the Library with glass walls and doors. Integrated Story Time Area, built in things that kids can climb on, dispersed play area throughout the Library.	
Elementary Play		18	1	420	420			Youth and Family Services' Program Room, Storage, Print Services, Stroller Parking, Early Childhood Play Area (visual links), Teen Area (visual links), Youth and Family Services Collections	Story Time, Dedicated Play, Parenting	Separated from the rest of the Library with glass walls and doors. Life Size Play structure, flexibility.	
Gaming Pods	—	2 to 4	1	90	90			Elementary Play, Youth and Family Services Program Room, Youth Collections	Group Gaming, Individual Gaming		
Youth and Family Services' Program Room	—	25	1	850	850			Early Childhood Play, Elementary Play, storage, stroller parking, Restrooms, Youth and Family Services Collections	Youth and Family Services Dedicated Programming (food programs, reading groups, story time, robotics, coding, etc).	Sink, Dishwasher, Refrigerator, Built-in Storage for arts and crafts.	
Youth and Family Services' Storage	—	—	1	150	150			Youth and Family Services' Program Room		Tables and Chairs, Supplies including Youth and Family Services Tech Supplies.	
Print Services	—	—	1	15	15			Early Childhood Play, Youth and Family Services' Collections, Youth and Family Services' Program Room, Restrooms.			
Stroller Parking	—	5	1	60	60			Youth and Family Services Collections, Dedicated Play Areas, Youth and Family Services' Program Room		First floor location - all Youth and Family Services	
Youth and Family Services' Collections (quantified in Volumes)		Books/SF					4,150				
Juv. Audio Book	1100	—	500	20.00	25					Calculation based on shelves at retail aisle width, 4 shelves high.	
Juv. Bio/Non F		—	13000	8.00	1,625					Calculation based on shelves at retail aisle width, 4 shelves high.	
Juv. Fiction		—	18500	8.00	2,310					Calculation based on shelves at retail aisle width, 4 shelves high.	

Charrette Program Validation

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	Additional Notes
Juv. Graphic Novel				—	1000	8.00	125					Calculation based on shelves at retail aisle width, 4 shelves high.
Juv. Kit				—	500	10.00	50					Calculation based on shelves at retail aisle width, 4 shelves high.
Juv. Magazines				—	15	1SF/Issue	15					Calculation based on shelves at retail aisle width, 4 shelves high.
Teens' Services							630					
Teens' Commons	60	20	1	450	450				Elementary Play (Visibility), Restrooms, Maker Spaces, Tech Spaces, Dedicated Gaming Pods, Teen's Collections, small group study room	Homework Help, Dedicated Teen Programs, Movies, Gaming,	Separated from the rest of the Library with glass walls and doors. Mixed and flexible soft seating, all seating to have power and data capabilities. Group Tables: Creative Furniture (Lofting, Climbing, etc.).	
Gaming Pods	—	2 to 4	2	90	180				Teens' Commons, Teen's Collections	Group Gaming, Individual Gaming		
Teens' Collections (quantified in Volumes)						Books/SF	650					
Y.A. Audio Book	595	—	500	20	25							Calculation based on shelves at retail aisle width, 4 shelves high.
Y.A. Fiction	400	—	5000	8	625							Calculation based on shelves at retail aisle width, 4 shelves high.
Creative + Tech								9,040				
Tech Spaces								1,030				
Tech- To- Go Carts	—	—	5	35	175				One at Customer Service (front entry), One at Youth and Family Services, One at Teens, One in Adults Collections.	Carts for Patrons to check out laptop computers, other mobile technology. Discovery Appointments.	Mobile Carts for Lendable Technology, to be staffed. May be non-staffed in the future depending on technology advancement. Located on the floor 24/7, do not need dedicated storage. Requires Power and/or charging stations.	
Digital Lab	360	16	2	420	840				Storage, Print Services, Visibility to Maker Spaces, Flex Experience Lab.	Production of Digital Work, Programming for Adults and Youth, Techapalooza	1 Dividable room into 2 spaces; Virtual Reality (requires dark room, no light), Software Lab, Telecommunications, Sound Isolation, Video Conferencing capabilities.	
Print Services	—	—	1	15	15				Digital Lab, Maker Spaces		Stand-up Computer station for print and go	
Maker Spaces								1,880				
Digital Maker Lab	—	15	1	520	520				Flex Experience Lab, Creative Spaces General Storage, Teens' Services, Digital Labs (visibility)	Creative Programs, Experience Classes, Techapalooza	Two spaces, connected, Double Height. Wood Working, Vinyl Cutting, Textiles, Sewing, Laser Engraving, Drones, Virtual Reality	
Analog Maker Lab	—	15	1	520	520					Creative Programs, Experience Classes, Techapalooza		
Flex Experience Lab	—	10	1	520	520					Programs, Experience Classes, Community Expert In Residence	Incubatory type workshop open to community experts "in residence" Incorporate Life Skills Development; ability for a vehicle to pull into the space including overhead door.	
Creative Spaces General Storage	—	—	1	320	320				Digital Labs, Software Lab, Digital Maker Space, Analog Maker Space,			
Meeting Spaces								5,060				
Warming Kitchen	—	—	1	800	800				Back Entry, Deliveries, Large Partitioned Meeting Space	To support Large Group and Community Events		
Partitioned Meeting Space	800	150	3	750	2,250				Warming Kitchen, Small Group Study Rooms, Front Entry, Mail and Deliveries, Storage	Public Meetings, Rentable Space, Large Group Meetings, Mess Hall Program, Library festivals and events, Speakers, Performances, Adult Care Groups, Music programs and events	1 large room dividable into 3 large spaces, to support 50 each. Sinks and storage for each meeting space.	
Storage	—	—	1	250	250				Partitioned Meeting Space		Flexible Furniture Storage for all meeting rooms.	
Small Group Study Rooms	—	2 to 5	6	100	600				Partitioned Meeting Space, Print Services, Teens' Area	Small Group meetings, reservable. Discovery Appointments, Adult Care Groups, Tutoring, homework help, Counseling	Table for 2-5, Technology Integration. One study room dedicated to Teens' Area. Include White boards for tutoring/studying.	

Charrette Program Validation

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS			
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use
Small Group Pods	-	2 to 5	4	80	320				Partitioned Meeting Space, Print Services, Adult Collections.	Discovery Appointments, Adult Care Groups, Tutoring, gaming, Counseling	Table for 2-5, Technology Integration including built in Media.
Medium Group Meeting Rooms	-	8 to 12	3	280	840				Partitioned Meeting Space, Print Services, Adult Collections, storage.	Programs and Meetings, reservable. Group Gaming, Entrepreneurial Support, Staff Meetings, Adult Care Groups, Tutoring, rentable work space for start-ups	Table for 8-12, Technology Integration.
Local History and Genealogy							1,070				
Digital Archive and Workroom Including Local History and Genealogy Collection	140	8 to 10	1	450	450				Digital recording Lab, Print Station, Display, Front Entry, Secure Storage		3D Scanner, Book Scanner, Work Room, Tables/ Chairs, Local History and Genealogy Collection. Temperature and Humidity Control.
Digital Recording Lab	-	1 to 2	1	120	120				Digital Archive and Workroom, Storage, Teens Services, Digital Labs.	Digital Recording for Archival Purposes, Oral History Recording, podcast creation	Recording Technology, Sound Isolation.
Display	-	-	1	120	120				Front Entry, Digital Archive and Workroom		Digital Kiosks and enclosed Physical Display, Temperature and Humidity Control.
Secure storage	-	-	1	380	380				Digital Recording lab, Digital Archive and Workroom		Temperature and Humidity Control
Staff								5,935			
Flexible Work							3,120				
Private Offices	745	6	6	120	720				Staff Workstations, Staff Lounge, Conference Room, Flexible Staff Work Room, Restrooms.		Glass walls and doors, visibility to staff work room.
Staff Workstations	900	25	25	55	1,375				Mail and Deliveries, Flexible Staff Work Room, Conference Room, Project Room, Storage, Staff Lounge, Restrooms.		Sit/Stand benching desks. Staff numbers fluctuate due to Part time and Full time. Some workstations to be dedicated, others to be "hotelling" function.
Staff Lounge	120	12	1	420	420				Staff Workstations, Private Offices, Flexible staff Work room, access to outside	Potlucks, Lunches.	Kitchenette (Sink, Ref., Dishwasher), Storage Cabinets, Table and seating for 8-12.
Office Storage	-	-	2	120	240				Staff Workstations, Flexible Staff workroom, Project Room, Private Offices, Mail and Deliveries, Collections Processing, Program Tech Storage and Processing.		Program Materials, Give-Aways, Book Carts, Office Supplies,
Mail and Deliveries	60	1	1	120	120				Back Entry, Staff Workstations, circulation work room		
Collections Processing	-	1	1	100	100				Back Entry, Mail and Deliveries, Staff Workstation, Flexible Staff Work Room	Deliveries, Donations, ILL	Part of Open Office, Storage for Book Carts
Program Tech Storage and Processing	-	1	1	120	120				Back Entry, Mail and Deliveries, Staff Workstation, Flexible Staff Work Room		Part of Open Office, Shelving for Tech and Charging, flat surface for packaging/unpackaging
Print Services	25	-	1	25	25				Staff Workstations, Private Offices, Flexible staff Work room.		Stand-up Computer station for print and go
Learning Spaces							450				
Conference Room	-	8 to 12	1	300	300				Staff Workstations, Private Offices	Executive Team Meetings, Staff meetings, Closed Door Meetings, Virtual Learning, Staff Training	
Storage	-	-	1	150	150				Conference Room		For Flexible Furniture
Incubation Hub							540				
Project Work Room	-	4 to 8	2	150	300				Staff Workstations, Conference Room, Flexible Staff Work Room, Project Storage Lockers.	Project based program development.	Dividable Space to include whiteboard walls, co-working space, smart boards, flexible furniture, integrated technology, space for collaborative projects.
Project storage Lockers	45	-	1	60	60				Project Work Room		Large Lockers for Project Related Material
Flexible Staff Work Area	-	8 to 10	1	180	180				Staff Workstations, Private Offices, Project Work Room, Staff Lounge, Project Work Room.	Open Meetings, Flexible co-work space, Project support area.	Flexible seating, large table, soft seating, power/data connections.

Charrette Program Validation

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS					
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	Additional Notes	
Public Service								125					
Service Pods	-	5	5	25	125				Dispersed throughout the Library. One at Youth and Family Services, one at Entry, one at Adults Collection, One at Teens, one at Maker Spaces.		De-Centralized service model; Mobile service station for staff to use as "home base" when providing individualized service to patrons throughout the Library.		
Outreach								1,700					
Vehicle Garage	-	-	1	850	850				Back Entry, Outreach Work Room and Storage	Library to Go, Pop-Up Libraries	One Vehicle to be in garage at a time, ready for loading/unloading. Sized to support "Library-To-Go" E-450.		
Outreach Work Room and Storage	-	4 to 6	1	850	850				Staff Workstations, Mail and Deliveries, Vehicle Garage, Back Entry.	Library to Go, Pop-Up Libraries	Outreach program materials, Library to Go book carts, Pop-Up Library storage, Loading and Unloading materials, Table for preparing materials, Conditioned Space, shelving for Library To Go Collection and Materials,		
Building Services + Support									580				
Staff Restrooms	-		80	4	320				Staff Workstations, Staff Lounge, Private Offices		Gender Neutral Single stall toilets. Quantity TBD based on code review.		
Tel/Data/IT	-	Included in Grossing Factor (.35)								Back Entry			
Mechanical	-	Included in Grossing Factor (.35)								Back Entry			
Janitor Closets	-	Included in Grossing Factor (.35)								Back Entry			
Electrical	-	Included in Grossing Factor (.35)								Back Entry			
Trash/Recycle	-		2	50	100				Back Entry, Mail and Deliveries, Staff Workstation				
Lactation Room	-		2	80	160				Centralized Location, Public Restrooms, one dedicated to staff area				
Public Restrooms	-	Included in Grossing Factor (.35)										Quantity TBD Based on Code Review.	
Outdoor Spaces									0				
Community Garden	-	Included for Information Only									Public Gardening	Above Ground Gardening Beds	
Outdoor Classroom	-	Included for Information Only									Small Performances, Activities, outdoor Story Time		
Outdoor Maker Lab	-	Included for Information Only									Maker Spaces, Flex Experience Lab		
Play structure	-	Included for Information Only											
Flexible Open Space	-	Included for Information Only											
Pet Park	-	Included for Information Only											
Bike Racks	-	Included for Information Only									Front Entry		
Bike repair station	-	Included for Information Only									Outdoor Maker Lab and/or Bike Racks		
Outdoor Lockers	-	Included for Information Only									Front entry, Drive Up Book Drop		
Drive Up Book Drop	-	Included for Information Only									Outdoor Lockers		
Utility Space for Library to Go	-	Included for Information Only									Outreach Garage		
Green Space	-	Included for Information Only											
Trash/Recycle	-	Included for Information Only									Back Entry		
General Parking	-	Included for Information Only									Electric car charging station, Motorcycle Parking	Parking criteria by City Zoning not required	
TOTAL NSF		10219								38,981			

Charrette Program Validation

GROUPS/SUBGROUPS		EXISTING LIBRARY PROGRAM	PROGRAM DATA					CHARACTERISTICS		
Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	Additional Notes
GROSSING FACTOR							0.35			
TOTAL GSF		14500*					52624.35			

Notes
 * Total Existing NSF and GSF numbers are approximate and should be verified with Architect's existing conditions

Community Feedback

Community Meetings and Survey Highlights
Supporting Results
Diverging Results

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Community Feedback – Community Meetings and Survey Highlights

On Technology....

- Concern about lendable technology and replacement costs
- **Information Technology kiosks would be useful for learning how to do things and for navigating online collections.** Include Digital boards for information to share about events and activities
- Importance of Wi-Fi and technology to serve people in remote areas of the city was stressed
- Computer work stations should include both Apple and Microsoft
- **Concern about self-checkout and dependability of systems**
- Better access to digital resources to help find books
- White boards for tutoring area
- Technology with easy input
- **Movies** are not currently available, however there were several comments that they should be made available for renting, or for streaming/downloading within the Library
- **Technology for the future that creates space but keeps books safe** for senior community
- Better **access to outlets** for charging, close to entry, available throughout

Community Feedback – Community Meetings and Survey Highlights

On Program Spaces....

- Aisles shown in image are too wide, that the **space should be used efficiently**
- **Dedicated Youth and Family separate from the rest of the Library is important**
- Meeting spaces should be available to clubs, groups, music groups, seniors.
- Include **more books**, more best- sellers and new books; The online collection of E-books is limited
- Drop boxes do not work well
- Suggest ability to co-locate digital labs and maker spaces
- **Outdoor space** to support afternoon concerts, active space for all ages.
- Spaces for **job training**, places to post information about Jobs
- Paul D Camp Community College involvement
- **Do not lose the input of the Downtown Master Plan**
- Full **Commercial Kitchen** (to be used as Incubator kitchen) was brought up by consultants for Master Plan and received good feedback from the community at the time.
- Suggestion to pay close attention to the new Historic Archive, a need to document in Suffolk.
- **Life Skills area where a combination of teaching, kitchen, creative, making and life related skills**
- Programs for special needs communities
- **Computer Classrooms**

Community Feedback – Community Meetings and Survey Highlights

On Design....

- Design should be contemporary/ modern/flexible
- Suggestion that **storage be dispersed to be close to program areas**; even in mobile furniture type of wardrobe units that can be used to create walls and separation when needed.
- **LEED/Sustainable Design**; permeable parking
- **Focus on Art and Creativity**
- Incorporate Judith Godwin's paintings; incorporate rotating artwork by local artists
- **Flexibility of space**
- **More Parking is needed**
- Concern with **high-tech integration is that it will not be used once the "wow" factor wears off**; comment about the touch screens at Slover Memorial Library and that they are not well used any longer.
- Priority should be given to **peaceful places to read**

Community Feedback – Community Meetings and Survey Highlights

From Teens, Youth, and Families....

- **Teen Area with Homework help and places where people can volunteer to tutor.**
- They are looking for a place to have fun, to stay out of trouble. Positive environment
- Many shared a **desire to build things, learn things.**
- In general, they did not like the rooms that look like classrooms
- Suggests **operable walls** at teen space
- Teens are looking for a place to have fun, be creative.
- **Separate kids and teens areas from adult areas due to noise control**
- Space for Legos and Play
- Space for Robotics Classes
- Dedicated teen space is a good idea
- Multiple children's areas based on age is a good idea, however, if one parent is there to supervise kids of different ages they need to be able to see all.
- **Maker space should be flexible to accommodate many different activities for different age groups.**
- Computer areas should be separate from kids' areas due to inappropriate content being displayed
- **Safe space for story time**

Community Feedback – Community Meetings and Survey Highlights

Comment Card Feedback

What Library Services are Most Important to you?

- Informed staff
- Access to quiet areas
- Diverse collection of print and audio materials for all ages
- Visible, Helpful staff
- Learning and advanced technology, not audio
- Tutoring, outdoor book return
- Research assistance, reference material, connection to city experts and sources, scheduling of events, children's story time, Mommy's Day out
- Time of operations, easy to communicate with staff

Community Feedback – Community Meetings and Survey Highlights

Comment Card Feedback

What elements of 21st Century Library as conveyed in the slide show most appeal to you?

- Access to devices
- Access to Wi-Fi
- Places for gathering and continuing education opportunities- both academic and fun
- Separate areas for children and teens
- Kitchen and Ease of Access
- Meeting Space
- Computer Book programs, books
- Outdoor library, large rooms for group use
- Digital Collections, On-Loan Capability, 21st Century Conference rooms, Internet access, Wi-Fi, Inter Collegiate connection
- Teen dedicated area

Community Feedback – Community Meetings and Survey Highlights

Comment Card Feedback

Are there any potential desirable collections or services that you feel may have been overlooked?

- Movies
- Integration of a college in downtown Suffolk
- Connection to citizens, learning resources to assist the community
- Free online learning certificates,
- Baking classes
- Classrooms, computer rooms
- Pursue LEED certificate, Build Green.
- Roof Top facilities

Community Feedback – Community Meetings and Survey Highlights

Comment Card Feedback

Additional Comments:

- Incorporate Suffolk History Museum
- Adults to have their own quiet areas
- Accessible for Aging population
- Adult computer area that is not shared by Teens
- Library should concentrate on what they do best: Books. " Other stuff" including Kitchen, gardening, and power tools should be housed elsewhere in the city.
- More storage areas
- Ensure the new library will look to the next 50 years
- Ability to conference or communicate with 21st century (Video Tele-conference, Skype, Etc.).
- Based on many different commentaries, a focus group sharing thoughts would be great, so these various perspectives can hear from one another and build consensus.

Community Feedback – Community Meetings and Survey Highlights

Visioning Board Feedback

Visioning Space	Day 1	Day 2
Self-Checkout	Strongly Do Not Support	Some Support
Mobile Help Desk	Little Support	Strongly Support
Transparency	Little Support	-
New and Novel	Some Support	Some Support
Bright and Flexible	Strongly Support	Strongly Support
Wide Aisle and Quick Access	Some Support	Strongly Support
Flexible Reading Commons	Some Support	Some Support
Small Group Meeting Areas	Some Support	Some Support
Mixed Seating	Little Support	Some Support
Dedicated Youth and Family Area (1)	Little Support	Strongly Support
Youth and Family Area (2)	Some Support	Strongly Support
Integrated Play	Some Support	Some Support
Teen Area (1)	Some Support	-
Teen Area (2)	Some Support	Some Support
Teen Area (3)	Strongly Support	Strongly Support

Visioning Space	Day 1	Day 2
Technology- Information Kiosk	Little Support	Some Support
Technology- Gaming	Strongly Support	Some Support
Technology- Loaning	Some Support	Some Support
Technology-Digital Lab	Strongly Support	Some Support
Technology- Audio Lab	Some Support	Some Support
Creative Spaces- Making and Fixing	Some Support	Strongly Support
Creative Spaces - Making	Strongly Support	Strongly Support
Creative Spaces - Special Collections	Little Support	Strongly Do Not Support
Meeting Spaces - Small Groups	Strongly Support	Strongly Support
Meeting Spaces- Medium Groups	Some Support	Strongly Support
Meeting Spaces- Large Gathering (1)	Some Support	Strongly Support
Meeting Spaces- Large Gathering (2)	Little Support	Strongly Support
Local History Display	Little Support	Little Support
Music Performance	Strongly Do Not Support	Some Support
Teaching Kitchen	Little Support	Little Support
Teaching Kitchen	Little Support	Little Support
Café	Little Support	Little Support
Gardening	Little Support	Strongly Support
Outdoor Library	Little Support	Strongly Do Not Support
Outdoor Events	Strongly Support	Strongly Support
Bike Storage	Some Support	Strongly Support

Community Feedback

Community Meetings and Survey Highlights
Supporting Results
Diverging Results

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Community Feedback – Community Meetings and Survey Highlights

Community members ranked Library Services per the following:

Must Have: Access to Computers, Internet Access on Library Computers, Wi-Fi, Kids Programs, General Research Help, Access and Help with New Technologies, Access to Printers, Library Website, Adults Programs, Meeting Spaces, Parking, Digital Reserve and Self-Checkout, and Drive through book return.

Split between Must Have and Nice to Have: Creative and Making Programs, Job Search and Application Services, and Local History/Genealogy services.

Nice to Have, but not critical: Book Sales, Pop-Up Library, ESL Classes, Special Collections Help, Library Out Loud Services, Financial Services, Outdoor Programs.

Community Feedback – Community Meetings and Survey Highlights

Q3 What kind of community events do you envision that could take place in the Library if given more space?

groups larger kids family reading library **classes** Book clubs
meetings adults **events** Book **programs**
teen **community** space children meeting space activities author

Q4 Are there programs that you participate in elsewhere that you would participate in at your Library if offered?

Book times art space **book clubs** craft **offered** events
classes painting **programs** group **library** Paint night
Yes better **meetings** night Suffolk children

Community Feedback – Community Meetings and Survey Highlights

Community Members ranked the space needs in the Public Library per the following:

Must Have: Help Desk, Area for ages 0-5, Area for Ages 6-12, Area for teens, Comfortable Seating, Small Meeting Rooms, Medium Meeting Rooms, Quiet Reading Room, study Rooms, Parking, Bicycle Parking.

Split between Must Have and Nice to Have: Local History/Genealogy Room, Nursing and Crying Room.

Nice to Have, but not critical: Large Conference or meeting rooms, Large Assembly Room, Maker Spaces, stroller parking.

Split between Nice to Have and Don't Need: Digital Gaming stations or rooms.

Community Feedback – Community Meetings and Survey Highlights

Q6 Where is your favorite space to be in your Library and what do you like most about this space

stacks sit children tables space love books play read
browsing area section quiet seating library work room
comfortable study kids

Community Feedback – Community Meetings and Survey Highlights

Q7 Where is your least favorite place to be in your Library and what do you like least about this space?

USE section None Near children books space noisy library
room area read computer crowded people computer area
kids small place loud

Community Feedback – Community Meetings and Survey Highlights

Q8 What do you look for in a Library Atmosphere (for example: comfortable, natural light, easy access to help, book-store environment, high-tech, lively, quiet)?

children good library reading easy access help computer
areas lively comfortable lots quiet light
natural
light good lighting space comfortable seating
books atmosphere high tech place

Community Feedback – Community Meetings and Survey Highlights

Q9 What details stand out in your memory of visiting the Suffolk Public Libraries?

kids selection old North Suffolk library helpful nice friendly staff
people library better staff North Suffolk books space
area new children materials programming need

Community Feedback – Community Meetings and Survey Highlights

Q10 What type of services, activities, or events (library or non-library) would entice you to travel thirty minutes or more (Think Big!)?

craft family kids etc book meet activities groups classes
Festivals events children programs Free library travel
art learning music concerts

Community Feedback – Community Meetings and Survey Highlights

Among many, some highlights from additional comments that community members added to the survey include:

"We want to make the library a safe fun learning environment versus just a book disperser"

"Local History Room"

"Quiet Sensory room for kids with autism to take a break in"

"More books"

"Ask the children our future what we need. They need a place to be after school to do homework, a summer location that's cool and offers educational activities"

"LEED Certified Building"

"Would love to see the safety at the downtown library become a priority"

"Suffolk needs a museum telling visitors and residents about the history of this city"

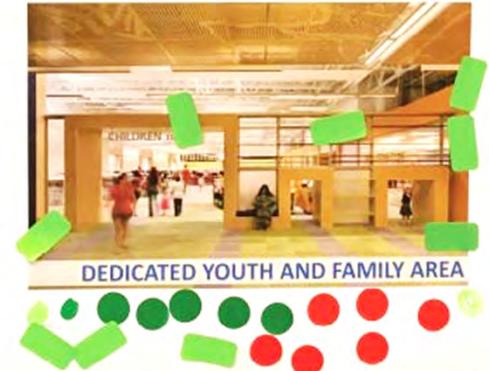
Community Feedback

Community Meetings and Survey Highlights
Supporting Results
Diverging Results

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Community Feedback – Supporting Results



Community Feedback – Supporting Results

- Positive feedback was received on implementation **of accessible technology, including information kiosks, digital signage boards, and access to WiFi**
- **Increased access to digital and online collections** is necessary in the new Library.
- It is important to incorporate 21st Century **telecommunication capability** within the new Library.
- Convenient access to **staff support and help with digital technology is important**, suggesting that dispersed staff and help desks per the program identified is supported.
- **Dedicated and separate youth and family areas** are necessary to support the multiple constituencies and needs of the Library.
- Increased programs and spaces that can accommodate populations of **special needs** is important.
- There is a strong desire among people of many generations to have access to spaces to **build, be creative, and make**.
- **Places for meetings and for group gatherings** are needed and will be well used for a variety of purposes including clubs, continuing education, business entrepreneurs, etc.
- **Closed study rooms** will be well used for private studying or for one on one meetings.

Community Feedback – Supporting Results Continued

- **Outdoor space** is needed to support larger, outdoor festivals and events.
- Space is needed for **posting information about jobs**, and for people seeking jobs to connect to one another.
- Programs and spaces that support public connection to **City Experts** is needed.
- There is support for **Vocational Technology Labs**, and spaces that support learning as needed in the work force.
- **Industrial-light spaces** can be used to practice and encourage creative making and also life skills. These spaces should be **flexible and support multiple uses** from classes on how to do taxes to classes on how to change a tire.
- Incorporation of an **Historic Archive** is important for the town of Suffolk.
- A concentrated focus on **Art and Creativity integration** is important for the new downtown library.
- To the extent possible, all **spaces should be flexible** to allow for future change and evolution.
- While considered a positive thing for downtown, a **café within the Library is not needed** and does not support the population of the Library's clientele.

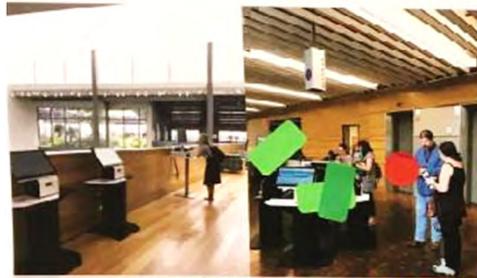
Community Feedback

Community Meetings and Survey Highlights
Supporting Results
Diverging Results

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Community Feedback – Diverging Results



SELF CHECKOUT



TEACHING KITCHEN



CREATIVE SPACES – SPECIAL COLLECTIONS



DEDICATED YOUTH AND FAMILY AREA



CAFE



OUTDOOR LIBRARY

Community Feedback – Diverging Results

- There is concern among public opinion that lendable technology is subject to damage, breaking, and loss. There is support for some amount of **technology in place** (e.g. Desktop computers).
- Many shared concerns about **self-checkout procedures** and the desire to speak to a person at the desk when checking out or upon entry to the Library. Concern focused around dependability of these systems, and also human connection.
- There was much feedback about the **lack of media based content**, specifically movies, that are available in the Library. There is a desire for a space to rent or stream movies in the new library.
- **Dedicated Computer classrooms** are needed in addition to lendable technology. Comments included maintaining separate areas for each age group, due to inappropriate content displayed on computers.
- Technology integration will be difficult and expensive to maintain.
- There is a desire for an **increase in the number of books** in the collection. Concern was shared that the focus on digital applications and technology, and on digital materials, will outweigh the importance of physical books.
- Many shared and expressed a need for **access to quiet and peaceful spaces to read**. Separate quiet areas are needed that are removed from Children's areas due to noise control.

Community Feedback – Diverging Results Continued

- **The amount of space given to wide aisles and retail like shelving is inefficient** and can be better used for program spaces.
- **A full commercial teaching kitchen to be used as an incubator kitchen** and as a place for classes should be included as it was suggested by the downtown master plan.
- Inclusion of a **dedicated Suffolk History Museum** is needed.
- **Dispersed storage** should be considered to meet the needs of individual programs.
- **Increase the amount of parking.**
- The need for a large gathering space to support a large assembly was ranked low among public interest.

Priorities: Recommendations and Analysis

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Priorities: Recommendations and Analysis

Suffolk Public Library – Vision

Growing Technology Trailblazers: Library as Technology Hub

The New Town Square: Multipurpose/Multi-Use, Flexible Spaces for All Needs

Fast Casual: 24/7 Access and New Models of Service

Flipped Learning: Library as Experience/Exploration Center

Maker Movement: Community-Created Content

Activists & Change-Makers: Library as Civic Connectors

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Priorities: Recommendations and Analysis

1. Incorporate designated Quiet Area
2. Incorporate designated hard-wired computer space (e.g. Desktop Computers) with adjacent technology help desk.
3. Incorporate dedicated Computer classroom
4. Study Carrols or Technology viewing 'pods' for individualized use
5. Reduce number of enclosed small group study rooms
6. Reduce number of Medium Sized Meeting Rooms
7. Proportional breakdown of amount of space dedicated to flexible, short, retail-like book stacks, and traditional book stacks.
8. Full Commercial Teaching Kitchen
9. Dispersed Storage
10. Increased Parking

Revised Program with Recommendations and Budget Review

PROGRAMMING SUMMARY DRAFT

SUFFOLK PUBLIC LIBRARY NEW DOWNTOWN LIBRARY

Red highlighted text - Modified SF based on Recommendations



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PROPOSED PROGRAM AREA SUMMARY

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA							CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Revised Area NSF	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	Additional Notes
24/7 Spaces									611				
Lobby/Commons	---	15	1			325	325				After-hours use.	Tables, Chairs, Self-Seating	
Lockers	---	---	---				3				Drive-through drop-off, front entry.	"Amazon" Style drop off and pick up lockers: 3 lockers total	
Interior Book Drop	---	---	1				0			Front Entry, Holds, Self Check Out, Circulation Work Room AMH			
Public Information	216	---	1			45	45			Front Entry		Wall Display, Flyers and Takeaways	
Recycle Drop Off	45	---	1			45	45			Front Entry		Batteries, Ink Cartridges, Eye Glasses, Plastic Bags, Etc.	
24/7 Medium Meeting Room	---	8 to 12	1			280	280			Front Entry, Lobby/Commons, Restroom	After hours use; accessible via code entry		
Vending	45	---	1			50	50			Front Entry, Lobby/Commons		Potentially a need for additional machines adjacent to staff area if staff area is not adjacent to front entry.	
Print Services	---	---	1			15	15			Front Entry, Lobby/Commons, Public Information		Built-in standing counter/work.	
Dedicated Restroom	---	1	1			80	80			24/7 Medium Meeting Room	After-hours use; accessible via code entry	180 Code requirements for full restrooms.	
Circulation									671				
Multi-Point Book Drop/ AMH	---	---	1	85		400	15			Mail and Deliveries, Collections Work Room, Front Entry		Exterior Book Drop and Interior Book Drop required. <i>Revised SF Area</i>	
"Shopping" Cart Storage	---	---	1			30	30			Front Entry			
Self Check Out	380	3	3			30	90			Front Entry, self checkout, Circulation Work Room			
Holds	15	---	1			65	65			Front Entry, self checkout, Circulation Work Room			
Gallery	---	---	---				2					LOCAL ARTIST DISPLAY; HIGHEND COLLECTION DISPLAY	Not designed SF; utilize space within Library Specials. Creative Display space needed near front entry.
Print Services	80	---	1			15	15			Front Entry, Self-Checkout		Stand-up Computer station for print and go	
Database Search Stations - OPAC	---	---	1			12	40					Built-in kiosks for searching digital collections and physical collections.	
Circulation Work Room/ Cart Storage	460	3	1			500	600			AMH, Front Entry, Mail and Deliveries	Materials Handling	Cart Storage, Work Tables	
Collections and Seating									1,637				
Adult Collections (qualified in Volumes)		1,637							1,280				
New/Popular	150	---	2000			800	200			Front Entry, Non Traditional Collections, Holds, Self-Checkout, High Interest Area		collection mixes to end out. High interest area to include soft seating, active and social environment. Calculation based on shelves at retail aisle width, 4 shelves high.	
Adult Audiobook	800	---	5500	100%		3000	127			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation modified to allow for 25% based on shelves at retail aisle width, 4 shelves high; 75% at full height book shelves.	
Adult Non-Fiction	900	---	22000	100%		4,000	1,571			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation modified to allow for 25% based on shelves at retail aisle width, 4 shelves high; 75% at full height book shelves.	
Adult Fiction	950	---	18500	110%		1,700	1,323			Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation modified to allow for 25% based on shelves at retail aisle width, 4 shelves high; 75% at full height book shelves.	

III. IT/AV/Security Systems

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IV. Building Program Adjacencies

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Block Diagram – All Program Areas

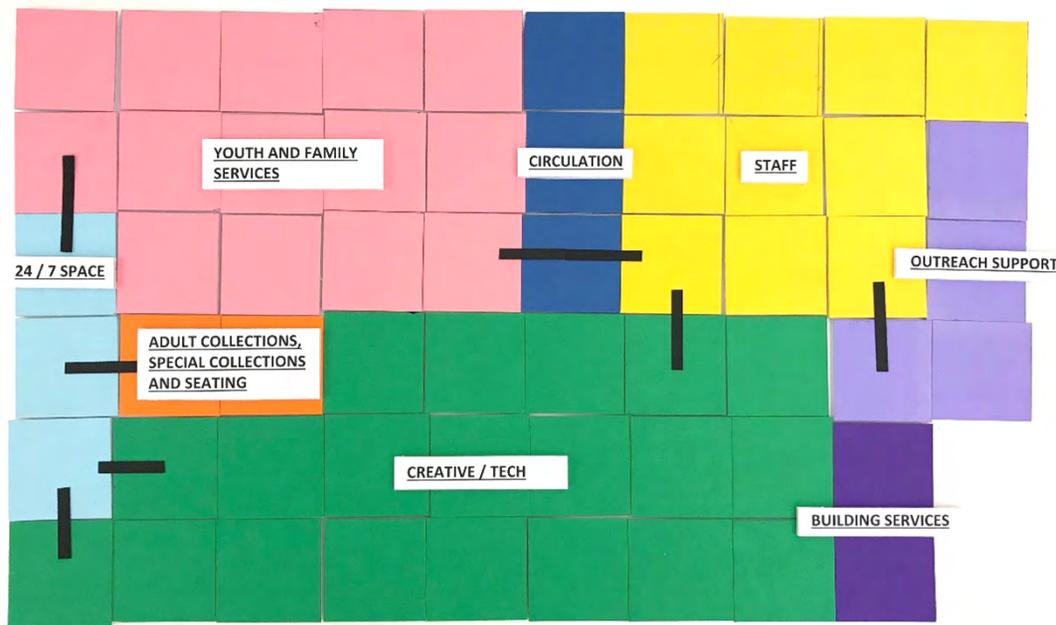
1 square = 24' x 24', 576 SF



Building Program and Adjacencies

Block Diagram – A

Level 1



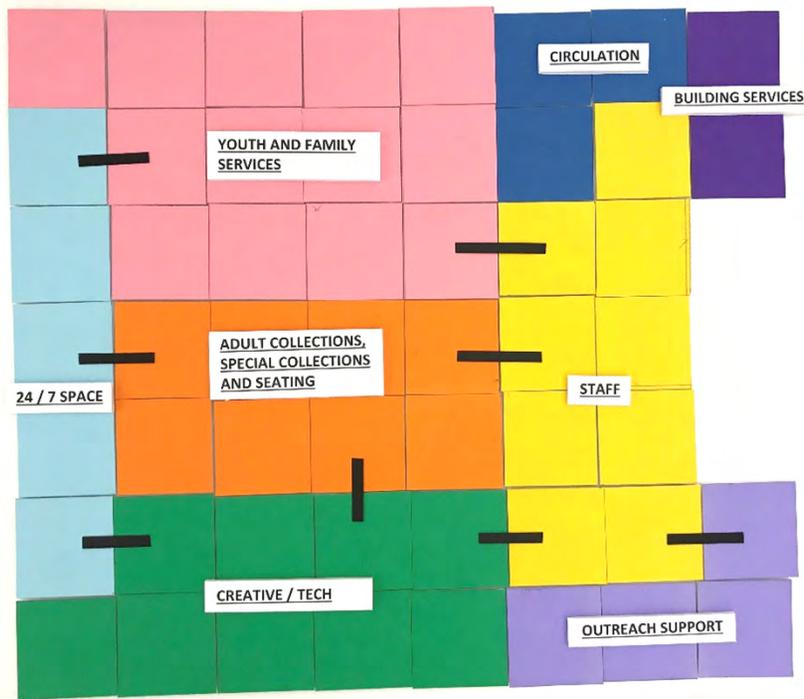
Level 2



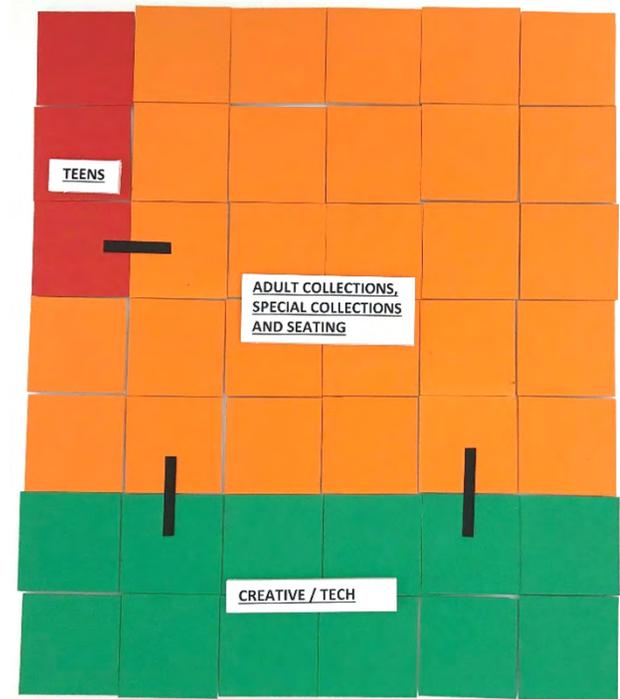
Building Program and Adjacencies

Block Diagram – B

Level 1



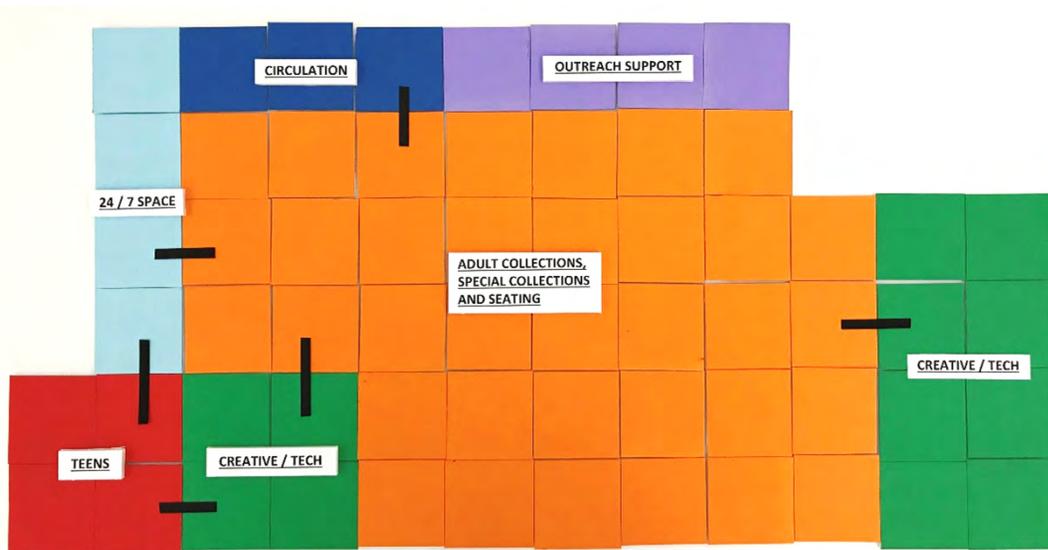
Level 2



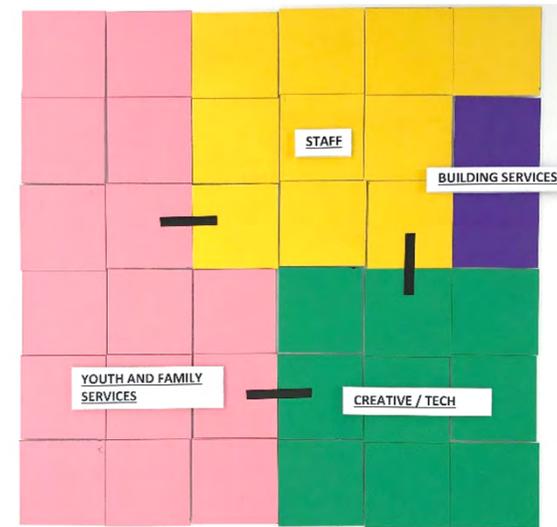
Building Program and Adjacencies

Block Diagram – C

Level 1

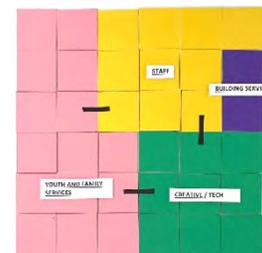
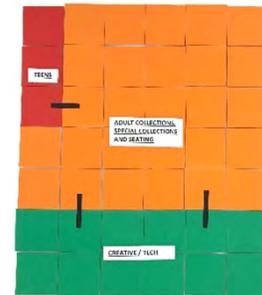
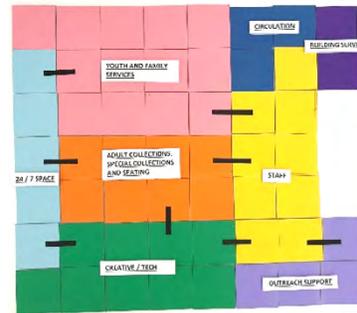
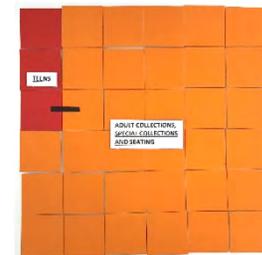
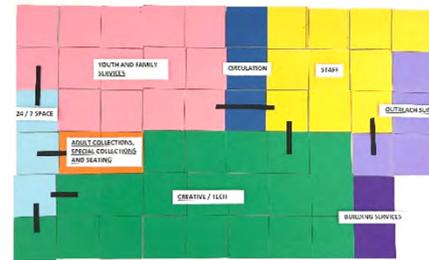


Level 2

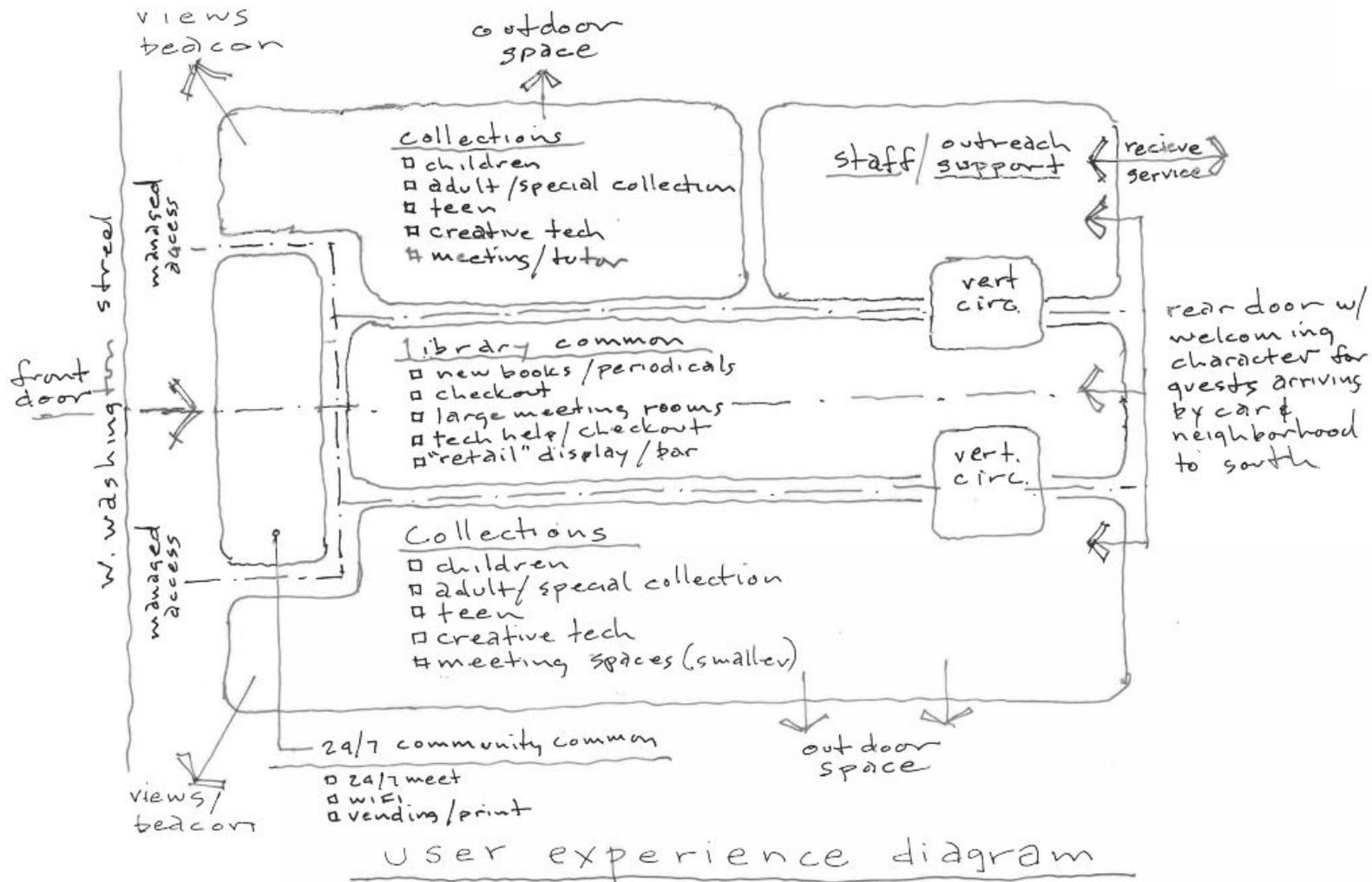


Building Program and Adjacencies

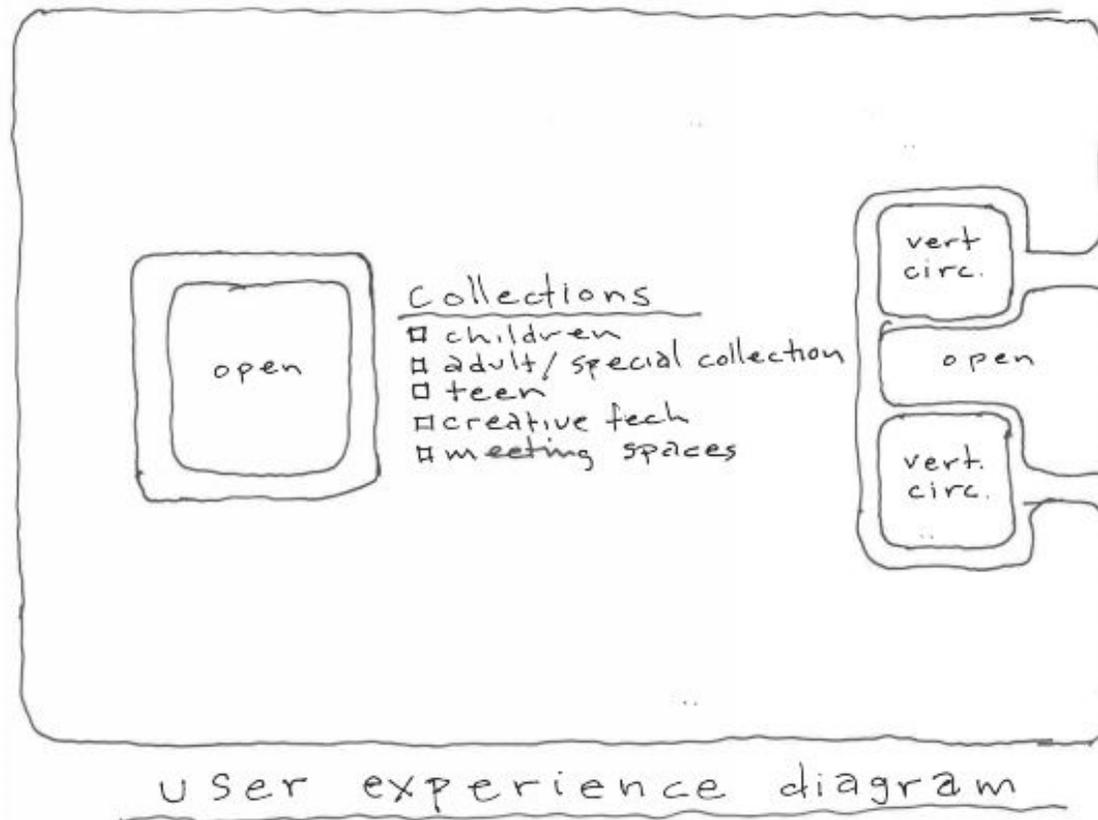
Block Diagrams – Comparison



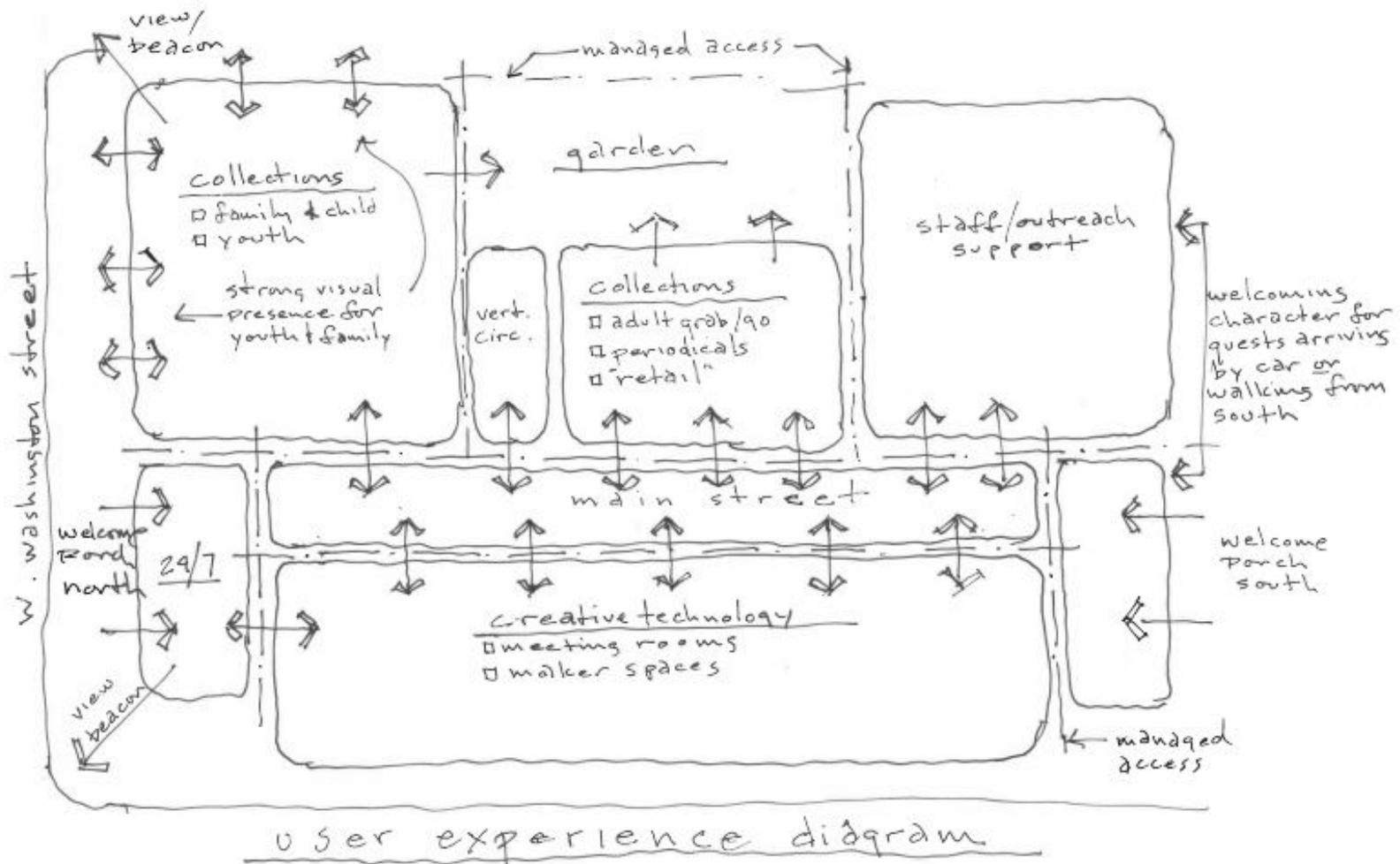
User Experience Diagram – A – Level 1



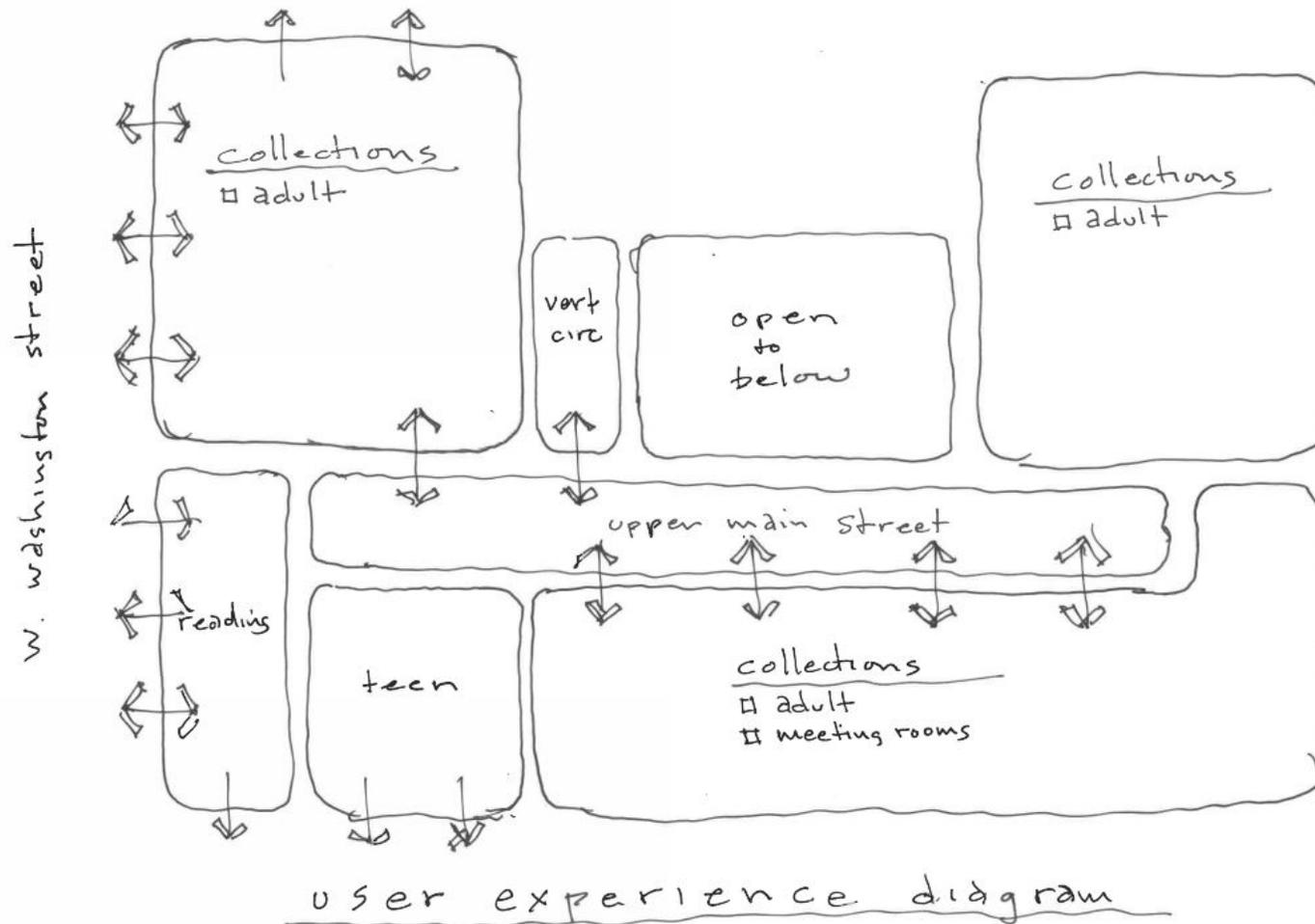
User Experience Diagram – A – Level 2



User Experience Diagram – B – Level 1



User Experience Diagram – B – Level 1



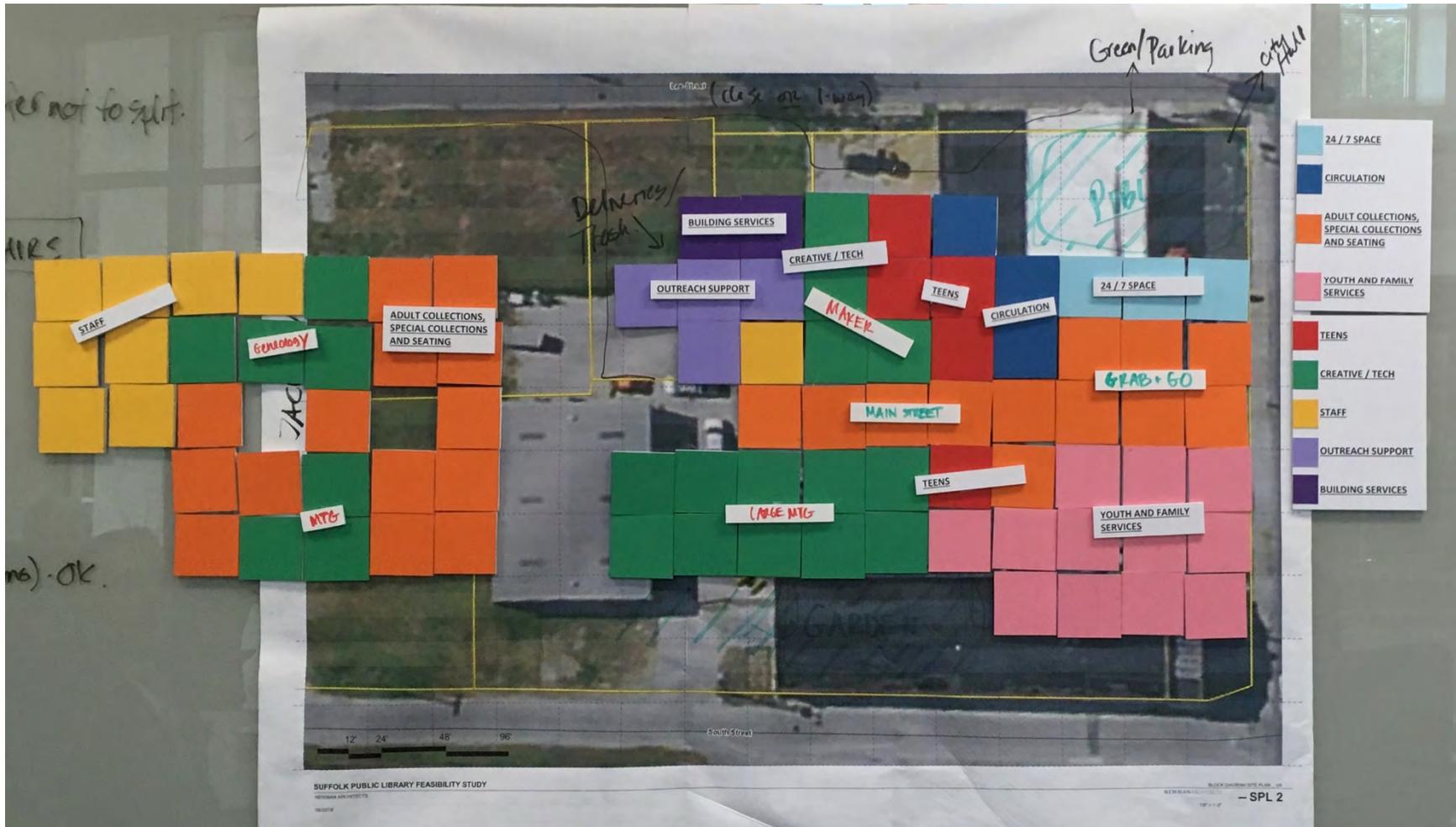
V. Presentation and Review

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Building Program and Adjacencies

Program Blocking Diagram – Workshop Outcome



Building Program and Adjacencies

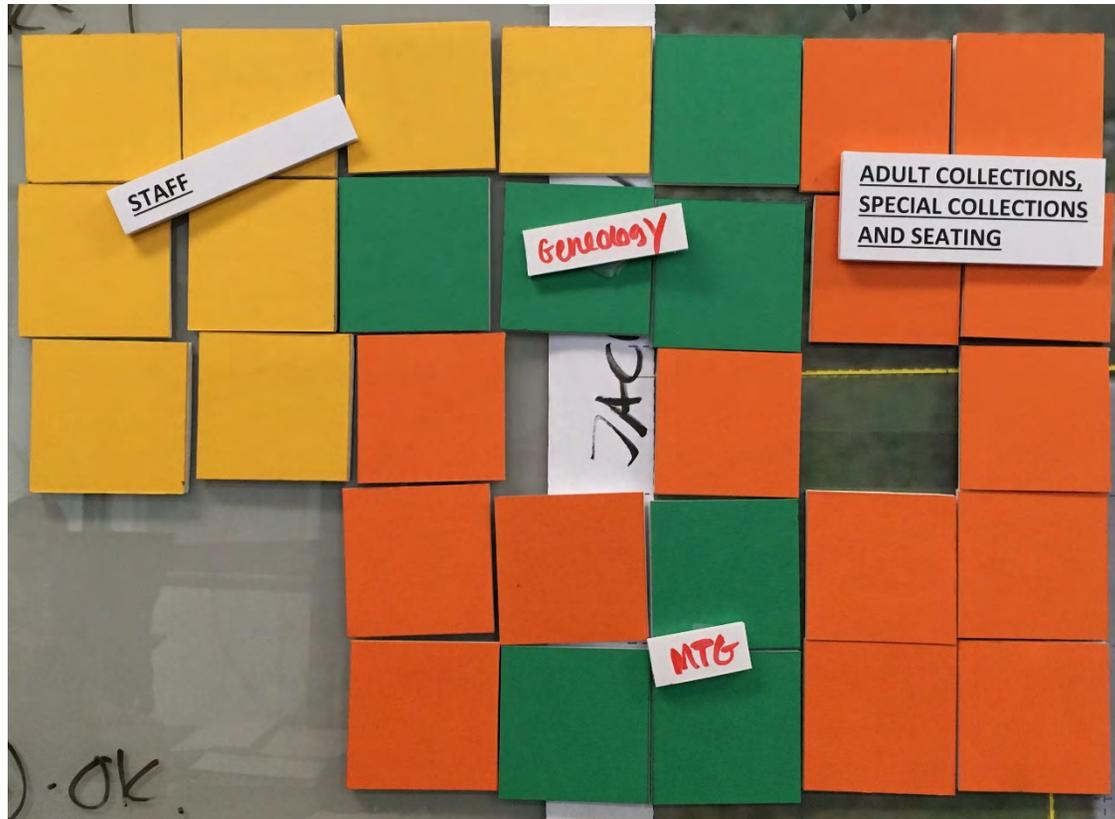
Program Blocking Diagram – Workshop Outcome – Level 1



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Program Blocking Diagram – Workshop Outcome – Level 2



Appendix G
Charrette Review Meeting
Notes

PROJECT: Suffolk Downtown Library Study

PROJECT NO.: 1418-S

DATE: 8/25/18

BY: Maureen McElfresh - Waller, Todd & Sadler and Amy Daniels – Newman Architects

MTG. DATE: 8/21/18

MTG. LOCATION: Suffolk City Hall

SUBJECT: Suffolk Downtown Library – Charrette Review Meeting and Programming

8/21/18 Meeting

NAME	ORGANIZATION	PHONE	EMAIL
Maureen McElfresh	WTS	417-0140	msmcelfresh@wtsarch.com
Joseph Huether	Newman Architects	203-623-7763	jhuether@newmansrchitects.com
Amy Daniels	Newman Architects	202-525-2726	adaniels@newmanarchitects.com
Clint S. Rudy	Suffolk Public Library	514-7322	crudy@suffolkva.us
Sarah Townsend	Suffolk Public Library	514-7320	stownsend@suffolkva.us
Liz Steyer	Suffolk Public Library	514-7329	esteyer@suffolkva.us
Tiffany Duck	Suffolk Public Library	514-7158	tduck@suffolkva.us
Megan Mulvey	Suffolk Public Library	514-7313	mmulvey@suffolkva.us
Scott Mills	City of Suffolk	514-4070	smills@suffolkva.us
Gerry Jones	City of Suffolk	514-4030	gjones@suffolkva.us
David Hainley	City of Suffolk	514-4005	dHainley@suffolkva.us
James Barkley (PT)	PACE Collaborative	499-7223	james@pace-pme.com

MEETING MINUTES

I. Introduction + City Review Process

1. GJ explained the intent of the study is to provide documents to support the city manager’s request to city council for funding.
 - a. The Central Library is in the CIP, however it is not yet fully funded.
 - b. The upcoming fiscal year will provide funding for full design, the following fiscal year will provide funding for construction
 - c. The next budget cycle will start in the fall of 2018.
2. CJ questioned if the goal of programming is to develop the “optimal building”, regardless of budget.

- a. SM confirmed that the program needs to fall within the range of a reasonable budget. \$18M was previously identified for a 50,000 SF central library project.
3. The group discussed community input from community meetings and survey results.
4. The goal to bring more people into the downtown area was discussed.
 - a. SPL does bring people downtown currently due to Library programming.
 - b. GJ suggested that if the amenities that the public is looking for are built, the public will travel downtown to use them. The Library will be breaking down barriers with people coming from different parts of town.
 - c. In developing program priorities, it is important to consider what is being offered by other departments within the city in effort to reduce redundancy.

II. Program + Community Feedback Review

5. Commons Seating Area
 - a. Commons seating area to include carrels, flexible seating, soft seating, reading tables, etc.
 - b. Commentary that the commons seating area to support 180 people seems like a lot. Newman Architects to review benchmarking data and advise if SF number should be reduced.
6. Teen Area
 - a. 20-30 teens will be coming in at any given time, space should support this many users.
 - b. Discussion to increase teen SF, reflected in program changes.
 - c. There should be a mix of dedicated teen space, for use by teen population only, and flexible space that can be incorporated into use by the larger population of the Library.
 - d. There is a large homeschool population that will use the space even during the day when students are at school.
7. Maker Spaces
 - a. Concern was raised about the cost of operation of these types of spaces, and regarding risk and liability. SPL confirmed that there are ways Libraries are dealing with these realities. Newman Architects confirmed that all of the benchmarking case studies and current libraries being built are including these types of facilities.
 - b. SPL is engaged with ODU in conducting a maker space study. Results are to be available shortly. SPL to send results to the design team for review and incorporation into the final program summary document.
8. Suffolk Museum

- a. A discussion was had regarding community input that the Library include a Suffolk Museum component.
 - b. A comment was made that the incorporation of a full museum would take away vital program needs from the Library.
 - c. The program applicable to the Library's priorities is one that will support an interactive place to explore individual and collective history. There will be some fixed space dedicated to display of artifacts, both digital and physical.
 - d. The resource center will be used to archive the history of Suffolk and has been included in the program as a Digital Archive Lab with supporting storage and display.
9. Aisles and Shelving- Collections
- a. Although the community questioned the need for space dedicated to wide aisles and low shelving, flexible shelving supports the priorities of the Library and intent for flexible space use and future proofing.
 - b. NA commented that wide aisles also provide better lighting options.
 - c. NA questioned if the Library wanted to consider compact shelving. The general response was that based on SPL's existing collection and collection goals, compact shelving would not make sense.
 - d. Library patrons are looking for fast delivery, not more than one day.
10. It was noted that the user survey feedback hinted that SPL might have to ramp-up its efforts to market some of the services that it already has.
11. Computer Classrooms
- a. While the community recommended traditional computer classrooms, the intent does not fit with the Library's goal of moving to lendable, portable devices. It is also not consistent with the way the Library provides technology programming. SPL provides one on one help for digital technology much more frequently than classroom-oriented programming.
 - b. It was suggested that most computer labs seen in other libraries remain empty.
 - c. The program is providing rooms to support dedicated computers for specialty software including graphic design, GIS, content creation, etc. It was suggested that this / these room(s) be located in near proximity to the maker space since the typical users of these spaces often use both.
 - d. A discussion was had to include singular computer kiosks for online content viewing.
12. Downtown Master Plan
- a. It was suggested that the downtown master plan's intent was to project what the Library could be, not to provide a road map for what it should be.
 - b. Virginia Corporate Extension provides cooking classes with a full teaching kitchen in Suffolk. This community need is being met elsewhere and does not need to be included in the Central Library program.
13. Story Time

- a. It was suggested that the Youth and Family Program area have its own dedicated program (meeting) room equipped to accommodate users of this age range.
 - b. Story time will occur in the Youth and Family Program area.
 - c. A dedicated Story Time area is not needed, as Story Time is not a programming focus of the Library.
14. LEED – the project will be designed per the City’s requirements to meet a LEED Standard (likely LEED silver), however implementation of certification will be determined based on project budget.

III. IT/AV/Security Review

15. General Security Systems

- a. Access Control: Card Reader Access at exterior Door, card reader access at meeting rooms, Separation between staff and public areas.
- b. Card access with Library Card for recording who is coming and going.
- c. Essential spaces for access control are staff spaces and 24/7 meeting rooms.

16. Security- Cameras

- a. Full camera coverage, through the city’s network.
- b. Cameras are recorded locally, not live viewed or monitored.
- c. Cameras are connected to the city’s duress alarm system.
- d. Duress Alarm panels to be located throughout- at each major area.
- e. Entry and Exit security alarms with proper zones based on program and scheduling. Security system will include motion sensors, exterior door contacts, and glass break detectors alarms to be tied to the alarm system.

17. IT

- a. Cable TV is not needed.
- b. WiFi access points to cover throughout the interior of the building and the exterior of the building including grounds and parking lot.
- c. There was general discussion of what rooms /spaces / components would require hard wired Ethernet connections. List included:
 - i. Digital Lab
 - ii. Automatic materials handling (AMH) unit.
 - iii. Self-checkout stations
 - iv. Digital signage points.
 - v. Digital display points
 - vi. Any miscellaneous digital kiosk.
 - vii. Print stations
 - viii. Gaming stations
 - ix. Meeting rooms

- x. Staff workbench
 - xi. Offices. It was noted that we should follow the Suffolk municipal standard which is 1 quad data outlet on each of 2 opposite walls (2 total per office).
18. AV
- a. White noise system is of interest to SPL. Pace to include in narrative.
 - b. A full P.A. system to support the library (both levels) is needed. A dedicated PA and audio system is needed to support the large meeting room (up to 150 people).
 - c. Wall mount flat screen monitors will be located in all meeting rooms including the staff workbench (workroom). The 3 large meeting rooms with movable walls will also include a projection screen and ceiling mount projector for use with large groups when spaces are combined to create one large room.
19. Future Proofing strategies:
- a. Multiple AV Closets centrally located
 - b. Cable lengths to remain under 300'
 - c. Cable Trays implemented at corridors, J hooks used throughout.

NEXT STEPS:

1. Newman Architects + WTS to collect and distribute Meeting Notes from Charrette Review Meeting.
2. Newman Architects to review and modify Program Summary with Recommendations based on SPL input during review meeting.
3. SPL to send ODU Maker Space Survey results to the Design Team for incorporation in the Program Summary Document and Final Feasibility study.

ATTACHMENTS:

- *Charrette Review PPT Presentation -PDF, including Block Diagram photographs*
 - *Program Summary – Working Draft*
- IV.
V.
VI.

END OF MEETING MINUTES

WALLER, TODD & SADLER ARCHITECTS, INC.

1909 Cypress Avenue
Virginia Beach, VA 23451

(757) 417-0140

fax (757) 417-0144

wts@wtsarch.com

Appendix H
Suffolk Library Feasibility
Study – Report of
Subsurface Exploration and
Geotechnical Engineering
Services



REPORT OF SUBSURFACE EXPLORATION AND GEOTECHNICAL ENGINEERING SERVICES

Suffolk Library Feasibility Study

Suffolk, Virginia

G E T Project No: VB18-216G

June 28, 2018

5465 Greenwich Road • Virginia Beach, VA 23462
Phone: (757)-518-1703
www.getsolutionsinc.com

PREPARED FOR:

**WALLER
TODD &
SADLER
ARCHITECTS**



June 28, 2018

TO: **Waller, Todd, & Sadler Architects**
1909 Cypress Avenue
Virginia Beach, VA 23451

Attn: Mr. William W. Schwegler, AIA, NCARB, REFP

RE: Report of Preliminary Subsurface Exploration and Geotechnical Engineering Services
Suffolk Library Feasibility Study
Suffolk, Virginia
GET Project No: VB18-216G

Dear Mr. Schwegler:

In compliance with your instructions, we have completed our Preliminary Subsurface Exploration and Geotechnical Engineering Services for the above referenced project. The results of this study, together with our recommendations, are presented in this report.

Often, because of design and construction details that occur on a project, questions arise concerning subsurface conditions. **GET Solutions, Inc.** would be pleased to continue its role as Geotechnical Engineer during the project implementation.

We appreciate the opportunity to work with you on this project. We trust that the information contained herein meets your immediate need, and should you have any questions or if we could be of further assistance, please do not hesitate to contact us.

Respectfully Submitted,
GET Solutions, Inc.

Katherine Brownfield
Project Geologist

D. Mark Scholefield, P.E.
Principal Engineer
VA Reg. # 033932



Copies: (1) Client

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APPENDIX III	SUMMARY OF LABORATORY RESULTS
APPENDIX IV	BORING LOGS
APPENDIX V	SOIL PROFILE
APPENDIX VI	USGS HISTORICAL MAP

EXECUTIVE SUMMARY

The project site is located to the east of the existing library, covering Lee and South Street and located in between West Washington and Jackson Street in the city of Suffolk, Virginia. The proposed construction at this site is expected to consist of building a new library.

Our field exploration program included two (2) 30-foot deep Standard Penetration Test (SPT) borings.

The initial groundwater table was measured to occur at a depth of 10 feet below existing grades, corresponding to elevations ranging from 50 to 53 feet NAVD88. Seasonal groundwater fluctuations of ± 2 feet are common in the project's area; however, greater fluctuations have been documented. A summary of the subsurface conditions encountered at the SPT soil test borings is presented in Section 3 of this report.

The following preliminary evaluations and recommendations were developed based on our field exploration and laboratory-testing program:

- A field testing program during construction is recommended, which should include compaction testing, test pits, subgrade inspections and foundation excavation observations for bearing capacity verification.
- The shallow subsurface SAND (SP, SM, SC) and CLAY (CL) soils encountered at the boring locations do not appear to meet the criteria recommended in this report for reuse as structural fill. The project's budget should include an allowance for subgrade improvements (undercut and backfill with structural fill).
- The proposed library can be supported by means of shallow spread footings, designed using an allowable bearing capacity of 2,000 psf.
- Estimated post-construction total and differential settlements may range up to 1 inch and ½-inch, respectively.
- The floor slabs may be constructed as slab-on-grade members.
- Based on our experience within the vicinity of the project site and the recovered soils at this location (to a maximum depth of 30 feet), it is our opinion that this site may be classified as a Site Class "D" in accordance with Chapter 20 of ASCE 7 as referenced by the 2012 International Building Code. A 100-foot deep CPT probe with soil shear wave velocity measurements will be necessary to substantiate the site classification.

This summary briefly discusses some of the major topics mentioned in the attached report. Accordingly, this report should be read in its entirety to thoroughly evaluate the contents.

1.0 PROJECT INFORMATION

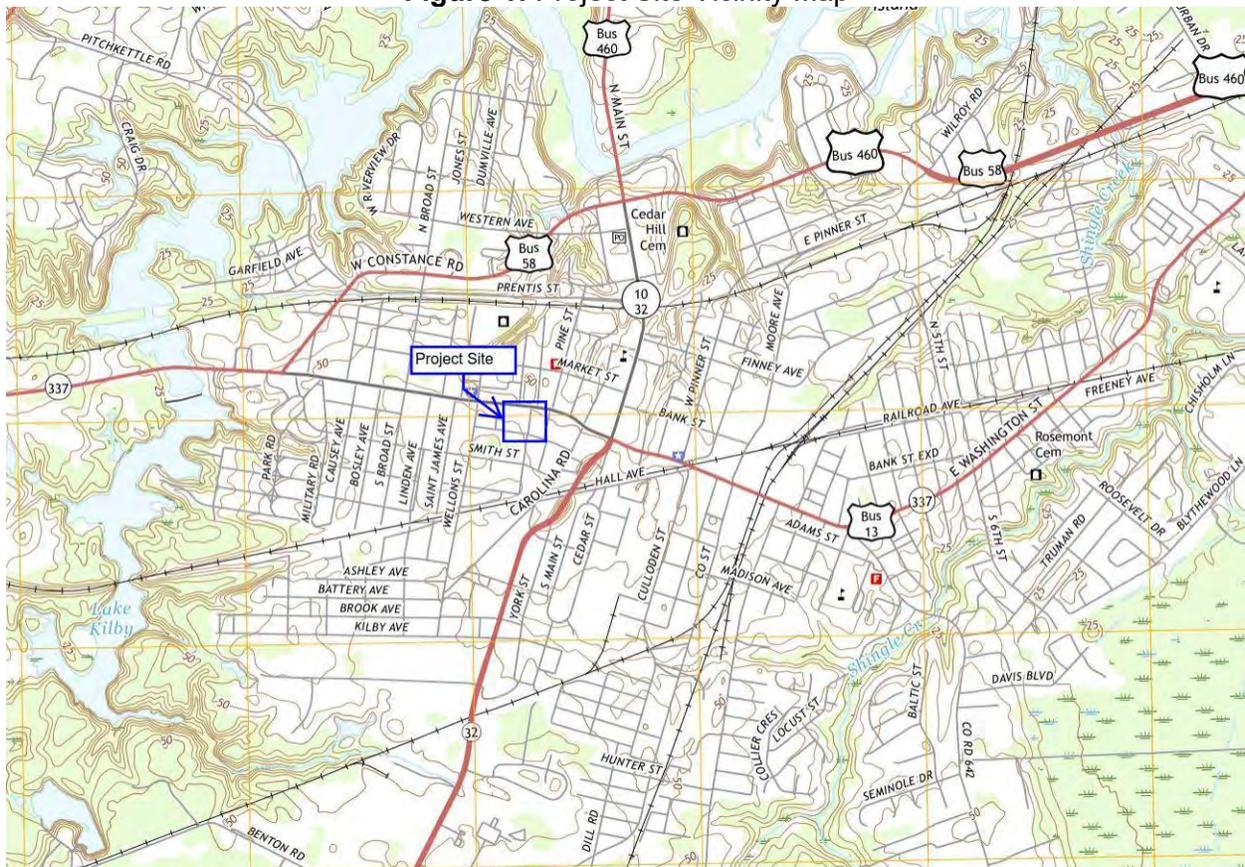
1.1 Project Authorization

G E T Solutions, Inc. has completed our preliminary subsurface exploration and geotechnical engineering services for The Suffolk Library Feasibility Study project located in Suffolk Virginia. The geotechnical engineering services were conducted in general accordance with **G E T** Proposal No. PVB18-281G, dated April 4, 2018. Authorization to proceed with our services was received from Mr. William W. Schwegler, AIA, NCARB, REFP, in the form of an electronic mail, dated June 13, 2018.

1.2 Project Site Location and Description

The project site is located between West Washington Street and Jackson Street. The project site layout was unknown at the time of this reporting; however the site specifically spans across Lee and South Street and will be to the East of the existing library. Based on our interpretation of the topographic information on Google Earth, the existing site grades are understood to vary between 50 to 53 feet NAVD88. A site vicinity map is presented below in Figure 1.

Figure 1: Project Site Vicinity Map



The project characteristics were unknown during the preliminary subsurface exploration of the proposed site. However, based on our experience with similar projects, the maximum wall and column loads are not expected to exceed 2 klf and 75 kips, respectively.

If any of the noted information is incorrect or has changed, please inform G E T Solutions, Inc. so that we may amend the recommendations presented in this report, if appropriate.

1.3 Purpose and Scope of Services

The purpose of this feasibility study was to obtain information on the general subsurface conditions at the project site as related to the preliminary design for the structure's foundation as well as the pavements. The subsurface conditions encountered were then evaluated with respect to the available project characteristics. In this regard, preliminary engineering assessments for the following items were formulated:

1. General assessment of the soils and groundwater table elevations revealed by the borings performed at the proposed development.
2. General location and description of potentially deleterious material encountered in the borings that may interfere with construction progress or structure performance, including existing fills or surficial/subsurface organics.
3. Construction considerations for soil subgrade preparation (stripping, grading, and compaction) and foundation excavations. Engineering criteria for placement and compaction of approved structural fill material.
4. Evaluation of the on-site soils re-use as structural fill.
5. Feasibility of utilizing a shallow foundation system for support of the proposed library. Design parameters required for the foundation system, including foundation sizes, allowable bearing pressures, foundation levels, and expected total and differential settlements.

The scope of services did not include an environmental assessment for determining the presence or absence of wetlands or hazardous or toxic material in the soil, bedrock, surface water, groundwater or air, on or below or around this site. Prior to development of this site, an environmental assessment is advisable.

2.0 FIELD AND LABORATORY PROCEDURES

2.1 Field Exploration

In order to explore the general subsurface soil types and to aid in developing associated preliminary design parameters and recommendations, two (2) 30-foot deep SPT borings (designated as B-1 and B-2) were drilled at the site.

Standard Penetration Tests were performed in the field in general accordance with ASTM D 1586. The tests were performed continuously from the existing ground surface to depths of 10 to 12 feet, and at 3- and 5-foot intervals thereafter. The soil samples were obtained with a standard 1.4" I.D., 2" O.D., 30" long split-spoon sampler. The sampler was driven with blows of a 140 lb. hammer falling 30 inches, using an automatic hammer. The number of blows required to drive the sampler each 6-inch increment of penetration was recorded and is shown on the boring logs. The sum of the second and third penetration increments is termed the SPT N-value (uncorrected for automatic hammer and overburden pressure). A representative portion of each disturbed split-spoon sample was collected with each SPT, placed in a glass jar, sealed, labeled, and returned to our laboratory for review.

The boring locations were established and staked in the field by a representative of **GET Solutions, Inc.** by measuring from identifiable features. These approximate locations are shown on the attached "Boring Location Plan" (Appendix I), which was reproduced based on a site plan provided by the client.

2.2 Laboratory Testing

Representative portions of all soil samples collected during drilling were sealed in glass jars, labeled, and transferred to our laboratory for classification and analysis. A Project Engineer performed the soil classification in general accordance with ASTM Specification D 2487. A summary of the soil classification system is provided in Appendix II.

Representative split-spoon soil samples were selected and subjected to laboratory classification testing, which included natural moisture, #200 sieve wash, and Atterberg Limit testing and analysis in order to corroborate the visual classification. These classification test results are provided in Appendix III and on the soil test boring logs provided in Appendix IV. Generalized subsurface soil profiles are provided in Appendix V.

3.0 SITE AND SUBSURFACE CONDITIONS

3.1 Site Geology

The project site lies within a major physiographic province called the Atlantic Coastal Plain. Numerous transgressions and regressions of the Atlantic Ocean have deposited marine, lagoonal, and fluvial (stream lain) sediments. The regional geology is very complex, and generally consists of interbedded layers of varying mixtures of sands, silts and clays. Based on our review of existing geologic and soil boring data, the geologic stratigraphy encountered in our subsurface explorations generally consisted of marine deposited Sands, Silts and Clays.

3.2 Recent Land Reclamation and Site Development

Based on a review of historical United States Geological Survey (USGS) topographic maps of Suffolk, Virginia produced between the years of 1902 and 2016, the project site does not appear to be located within a previously reclaimed area. However, the site was previously developed with several one-story structures, many of which have been demolished. It is not known if the original foundations were removed or remain in place. A section of the 1919 Suffolk Quadrangle 7.5-Minute Series Map is provided in Appendix VI.

3.3 Subsurface Soil Conditions

A summary of the subsurface soil conditions encountered at the SPT boring locations is presented in Table I.

Table I – Summary of Soil Test Borings

AVERAGE DEPTH (Feet)	STRATUM	DESCRIPTION	RANGES OF SPT ⁽¹⁾ N-VALUES
0 to 0.08 – 0.17	Surficial	➤ 1 to 2 inches of Topsoil	–
0.08-0.17 to 4	I	➤ SAND (SC, SM, SP) with varying amounts of Clay, Silt, and organic material <i>*Approximately 23 inched of FILL (SP) materials containing trace brick fragments were encountered at boring location B-1</i>	4-10
4 to 6-11.5	II	➤ CLAY (CL) with varying amounts of Sand	6-8
6-11.5 to 30	III	➤ SAND (SC, SM, SP) with varying amounts of Clay and wood fragments <i>*A deposit of very soft Fat CLAY (CH) was recovered at boring location B-1 at a depth of 18.75'-23.75' below grade.</i>	2-21
Notes: (1) SPT = Standard Penetration Test, Uncorrected N-Values in Blows-per-foot.			

The subsurface descriptions are of a generalized nature provided to highlight the major soil strata encountered. The records of the subsurface exploration are included in Appendix V (Boring Logs) and in Appendix VI (Generalized Soil Profile), which should be reviewed for specific information as to the individual borings. The stratifications shown on the records of the subsurface exploration represent the conditions only at the actual boring locations. Variations may occur and should be expected between boring locations. The stratifications represent the approximate boundary between subsurface materials and the transition may be gradual.

It is noted that the “Topsoil” designation references the presence of surficial organic laden soil, and does not represent any particular quality specification. It is recommended that this material be tested for approval prior to use as topsoil.

3.4 Groundwater Discussion

The initial groundwater level was recorded at the boring locations and as observed through the wetness of the recovered soil samples during the drilling operations. The initial groundwater table was measured to occur at a depth of 10 feet below the existing site grades at the boring locations (corresponding to elevations of 50 to 53 feet, NAVD88). The boreholes were backfilled upon completion for safety considerations. As such, the reported groundwater levels may not be indicative of the static groundwater level.

Groundwater conditions will vary with environmental variations and seasonal conditions, such as the frequency and magnitude of rainfall patterns, as well as man-made influences, such as existing swales, drainage ponds, underdrains and areas of covered soil (paved parking lots, sidewalks, etc.). In the project's area, seasonal groundwater fluctuations of ± 2 feet are common; however, greater fluctuations have been documented. We recommend that the contractor determine the actual groundwater levels at the time of the construction to determine groundwater impact on the construction procedures, if necessary.

4.0 PRELIMINARY EVALUATIONS AND RECOMMENDATIONS

Our preliminary recommendations are based on the previously discussed project information, our interpretation of our soil test borings and laboratory data and our observations during our site reconnaissance. If the proposed construction should vary from what was described, we request the opportunity to review our recommendations and make any necessary changes. If the proposed construction should vary from what was described, we request the opportunity to review our recommendations and make any necessary changes.

The results of our subsurface exploration revealed that the FILL materials recovered at boring location B-1 extended to a maximum depth of 2 feet below existing site grades. The FILL materials were generally comprised of SAND with demolition related debris such as gravel, brick, glass, and organic material such as partially decayed roots. These FILL soils were found to be in a stable condition at the time of our investigation; however, they are considered to be uncontrolled with variations in the quality and consistency of debris.

Accordingly, it is recommended that the FILL materials be removed completely from under the structure's foundations. The FILL materials may potentially remain beneath slabs and the pavement areas provided successful proofrolling operations are accomplished during the subgrade preparation (see Section 4.2 for more detailed information) and additional test pits during construction are performed to verify the quality of the FILL material. Recommendations concerning the subgrade improvements (as necessary) will be provided in the field following the testing procedures. However, in cases in which the FILL is left in place, there is an increased risk for slab cracking and more frequent pavement maintenance.

4.1 Clearing and Grading

The proposed construction areas should be cleared by means of removing the topsoil material and any other unsuitable FILL and organic laden materials. All old slabs, foundations and abandoned utilities should be removed from within the structure's footprint. It is expected that a cut depth averaging 6 inches will be required to remove unsuitable surficial soils. This cut is expected to extend deeper in previous developed areas (existing concrete slabs, footings, utilities) to remove deeper deposits of unsuitable soils which become evident during the clearing. Removing any trees will also consist of stump and large root ball removal. These events will likely leave holes that may extend several feet in depth throughout the project site. Surface water may accumulate in these holes leading to subgrade deterioration if not properly addressed. These holes should be backfilled as recommended in Section 4.3. It is recommended that the clearing operations extend laterally at least 5 feet beyond the lateral limits of the proposed construction areas. The excavation and backfill should be performed under the observation of a representative of **G E T Solutions, Inc.** who will evaluate the composition of the recovered soils and perform compaction testing at all backfill.

Recommendations concerning the subgrade improvements (as necessary) will be provided in the field following the testing procedures.

4.2 Subgrade Preparation

Following the clearing operation, the exposed subgrade soils should be densified with a large static drum roller. After the subgrade soils have been densified, they should be evaluated by **G E T Solutions, Inc.** for stability. Accordingly, the subgrade soils should be proofrolled to check for pockets of loose material hidden beneath a crust of better soil. Several passes should be made by a large rubber-tired roller or loaded dump truck over the construction areas. The number of passes will be determined in the field by the Geotechnical Engineer depending on the soils conditions. Any pumping and unstable areas observed during proofrolling (beyond the initial cut) should be undercut and/or stabilized at the direction of the Geotechnical Engineer.

Uncontrolled FILL materials were encountered at the boring locations. These uncontrolled FILL materials could potentially contain deleterious construction debris that was not observed in the recovered soil samples. Therefore, in addition to the proofroll, a series of test pits should be excavated within the proposed construction areas following the subgrade proofroll. The test pits are considered necessary to determine the thickness and composition of the uncontrolled FILL materials, and thus the possible suitability for them to remain in-place beneath slab-on-grade members and pavements. The test pits should be performed under the observation of **G E T Solutions, Inc.**, who will evaluate the composition of the recovered soils and provide recommendations for further improvements (as required).

The clearing operations necessary to remove unsuitable FILL materials, (existing concrete slabs, footings, utilities) will require cut depths ranging from 2 to 4 feet. As such, it is likely that proofrolling within a portion of the cut areas may not be appropriate. The suitability of evaluating the subgrade soils within the base of the deeper excavations should be determined in the field by **G E T Solutions, Inc.** For those areas that are not proofrolled, the base of the excavations should be observed by a representative of **G E T Solutions, Inc.** At that time, the Geotechnical Engineer should also explore the extent of excessively loose, soft, or otherwise unsuitable material within the exposed excavations. The project's budget should include an allowance for subgrade improvements (potential undercut of uncontrolled FILL and backfill with structural fill).

4.3 Structural Fill and Placement

Any material to be used for structural fill should be evaluated and tested by **G E T Solutions, Inc.** prior to placement to determine if they are suitable for the intended use. Suitable structural fill material should consist of sand or gravel containing less than 20% by weight of fines (SP, SM, SW, GP, GW), having a liquid limit less than 20 and plastic limit less than 6, and should be free of rubble, organics, clay, debris and other unsuitable material.

All structural fill should be compacted to a dry density of at least 98 percent of the Standard Proctor maximum dry density (ASTM D 698). In general, the compaction should be accomplished by placing the fill in maximum 10-inch loose lifts and mechanically compacting each lift to at least the specified minimum dry density. A representative of **G E T Solutions, Inc.** should perform field density tests on each lift as necessary to assure that adequate compaction is achieved.

Backfill material in utility trenches within the construction areas should consist of structural fill (as previously above), and should be compacted to at least 98 percent of ASTM D 698. This fill should be placed in 4 to 6 inch loose lifts when hand compaction equipment is used.

Care should be used when operating the compactors near existing structures to avoid transmission of the vibrations that could cause settlement damage or disturb occupants. In this regard, it is recommended that the vibratory roller remain at least 25 feet away from existing structures; these areas should be compacted with small, hand-operated compaction equipment.

4.4 Suitability of On-site Soils

Based on the results of our field and laboratory testing program, the subsurface soils encountered at the soil boring locations generally consist of SAND (SP, SM, SC). These soils do not appear to meet the requirements for structural fill as described in Section 4.2 of this report as they contain deleterious material. It is recommended that further testing be performed on proposed on-site soils that are to be considered for reuse as structural fill material during construction. The further testing should include a series of classification testing which should include natural moisture content, full sieve and Atterberg Limits.

4.5 Shallow Foundation Design Recommendations

Provided that the previously recommended construction procedures are properly performed, the proposed structures can be supported by shallow foundations bearing upon firm natural soil or well compacted structural fill material. **Foundation undercut will be required to penetrate unsuitable FILL soils (see Section 4.7 for further information concerning the foundation undercut).** The footings can be designed using a net allowable soil pressure of 2,000 pounds per square foot (psf). In using net pressures, the weight of the footings and backfill over the footings, including the weight of the floor slab, need not be considered. Hence, only loads applied at or above the finished floor need to be used for dimensioning the footings.

In order to develop the recommended bearing capacity of 2,000 pounds per square foot (psf), the base of the footings should have an embedment of at least 18 inches beneath finished grades and wall footings should have a minimum width of 24 inches. The recommended 18-inch footing embedment is considered sufficient to provide adequate cover against frost penetration to the bearing soils.

4.6 Shallow Foundation Settlements

It is estimated that, with proper site preparation, the maximum resulting total settlement of the foundations should be up to 1 inch. The maximum differential settlement magnitude is expected to be less than 0.5 inches between footings with widely varying loading conditions. The settlements were estimated on the basis of the results of the field penetration tests. Careful field control will contribute substantially towards minimizing the settlements.

4.7 Shallow Foundation Excavations

In preparation for shallow foundation support, the footing excavations should extend into firm natural soil or well-compacted structural fill. Some foundation undercut should be expected to penetrate uncontrolled fill soils. The foundation bearing capacities should be verified in the field during construction by means of performing a footing inspection for each structure. At that time, the Geotechnical Engineer should also explore the extent of excessively loose, soft, or otherwise unsuitable material within the exposed excavations. Also, at the time of footing observations, the Geotechnical Engineer should advance hand auger borings or use a hand penetration device in the bases of the foundation excavations to verify that the bearing soils are consistent with those noted in this report. The necessary depth of penetration will be established during the subgrade observations. If pockets of unsuitable soils requiring undercut are encountered in the footing excavations, the proposed footing elevation should be re-established by means of backfilling with "flowable fill" or a suitable structural fill material compacted to a dry density of at least 98% of the Standard Proctor maximum dry density (ASTM D 698), prior to concrete placement. This construction procedure will provide for a net allowable bearing capacity of 2,000 psf.

Immediately prior to reinforcing steel placement, it is suggested that the bearing surfaces of all footing and floor slab areas be compacted using hand operated mechanical tampers, to a dry density of at least 98% of the Standard Proctor maximum dry density (ASTM D 698) as tested to a depth of 12 inches, for bearing capacity considerations. In this manner, any localized areas, which have been loosened by excavation operations, should be adequately recompacted. The compaction testing in the base of the footings may be waived by the Geotechnical Engineer, where firm bearing soils are observed during the footing inspections.

Soils exposed in the bases of all satisfactory foundation excavations should be protected against any detrimental change in condition such as from physical disturbance, rain or frost. Surface run-off water should be drained away from the excavations and not be allowed to pond. If possible, all footing concrete should be placed the same day the excavation is made. If this is not possible, the footing excavations should be adequately protected.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 Anticipated Excavation Characteristics

Based on the results of this exploration, varying soil conditions and compositions are expected to be encountered throughout the project limits. Open-cut excavations will extend through granular uncontrolled FILL soils that contain debris (i.e. soil that may hinder excavation or installation). Debris typically considered unsuitable consist of wood, glass, organics, plastics, coal, brick or any other material larger than 2 inches in diameter. Based on these characteristics it is anticipated that the majority of the shallow subsurface materials encountered within the upper 2 to 4 feet throughout the project site cannot be reused as backfill. Soils containing appreciable amounts and/or deleterious debris should be discarded; however, an effort should be made during excavation to segregate potentially suitable in-situ fill soils for reuse. Information pertaining to backfill criteria was provided previously in Section 4.3

5.2 Excavation Stability

The shallow subsurface within the project limits is generally comprised of granular soils; with potential for caving. Additionally, water seepage at varying elevations should be expected within the side walls of the open cut areas, increasing the potential for caving. Based on these mentioned characteristics, it is recommended that all subsurface soils be considered Type C in accordance with Occupational Safety and Health Administration (OSHA) criteria.

Temporary Slopes

The Contractor should be aware that temporary slope height, slope inclination, or excavation depths should in no case exceed those specified in local, state and/or federal safety regulations (e.g. OSHA Safety and Health Regulations for Construction, 29 CFR Part 1926, or successor regulations).

Where temporary slopes are not feasible, shoring by means of sheeting and/or trench shields may be appropriate. Where the stability of adjoining structures, pavements, or other improvements is endangered by excavation operations, support systems such as shoring, bracing, or underpinning may be required to provide structural stability. Shoring, bracing, or underpinning required for this project (if required) should be designed by a professional engineer.

Shoring

Shoring design and installation should be the responsibility of the Contractor. Shoring systems required for this project should be designed by a professional engineer. Shoring systems should be designed to provide positive restraint of trench walls in an effort to protect against lateral deformation that may result in ground cracks, settlement, and/or other ground movements that may affect adjacent underground utilities and pavements as well as surface improvements.

The Contractor should be made aware of this potential condition in order that preventative measures can be implemented or repair measures provided for.

Depending on the shoring system used, the removal process may create voids along the walls of the excavations. If these voids are left in place and are significant, backfill and/or the retained soil may shift laterally resulting in settlement of overlying structures/pavements. As such, care should be taken to remove the shoring systems and backfill the trenches in a manner as to not create these voids. In all cases, the Contractor should select an excavation and/or shoring scheme that will protect adjacent and overlying improvements, including below grade utilities.

5.3 Dewatering

It is expected that dewatering may be required for excavations that extend near or below the existing groundwater table. Dewatering above the groundwater level could probably be accomplished by pumping from sumps. Dewatering at depths below the groundwater level will require well pointing and possibly shoring. Since temporary dewatering will impact construction and be dependent on construction methods and scheduling, we recommend the Contractor be solely responsible for the design, installation, maintenance, and performance of all temporary dewatering systems. Where shoring is employed, the dewatering system should be compatible with the type of shoring to be used. We recommend the Contractor verify groundwater conditions and evaluate dewatering requirements prior to construction.

Lowering the groundwater table during dewatering activities will result in an increase in effective stresses and may induce settlements of the soils underlying adjacent structures/pavements. Additionally, hydraulic compaction of predominately granular soils (e.g. SP, SP-SM, SM soils) should be anticipated as a result of lowering the groundwater table. We recommended that the dewatering be performed such that the groundwater level is lowered no more than approximately 5 feet below the proposed excavation depth. It may be advantageous to install settlement monuments in areas where dewatering by means of well pointing is required.

5.4 Additional Geotechnical Investigation

A comprehensive geotechnical investigation is recommended once the project design is complete. The subsurface data documented during this preliminary subsurface investigation can be incorporated within the final geotechnical investigation. Specifically, it is recommended to perform additional SPT borings and dilatometer tests within the limits of the proposed structure and to perform a more refined laboratory testing program to further evaluate the underlying compressible soils and associated settlements.

5.5 Excavations

In Federal Register, Volume 54, No. 209 (October, 1989), the United States Department of Labor, Occupational Safety and Health Administration (OSHA) amended its "Construction Standards for Excavations, 29 CFR, part 1926, Subpart P". This document was issued to better ensure the safety of workmen entering trenches or excavations. It is mandated by this federal regulation that all excavations, whether they be utility trenches, basement excavation or footing excavations, be constructed in accordance with the new (OSHA) guidelines. It is our understanding that these regulations are being strictly enforced and if they are not closely followed, the owner and the contractor could be liable for substantial penalties.

The contractor is solely responsible for designing and constructing stable, temporary excavations and should shore, slope, or bench the sides of the excavations as required to maintain stability of both the excavation sides and bottom. The contractor's responsible person, as defined in 29 CFR Part 1926, should evaluate the soil exposed in the excavations as part of the contractor's safety procedures. In no case should slope height, slope inclination, or excavation depth, including utility trench excavation depth, exceed those specified in local, state, and federal safety regulations.

We are providing this information solely as a service to our client. **G E T Solutions, Inc.** is not assuming responsibility for construction site safety or the contractor's activities; such responsibility is not being implied and should not be inferred.

6.0 REPORT LIMITATIONS

The recommendations submitted are based on the available soil information obtained by **G E T Solutions, Inc.** and the information supplied by the client and their consultants for the proposed project. If there are any revisions to the plans for this project or if deviations from the subsurface conditions noted in this report are encountered during construction, **G E T Solutions, Inc.** should be notified immediately to determine if changes in the foundation recommendations are required. If **G E T Solutions, Inc.** is not retained to perform these functions, **G E T Solutions, Inc.** can not be responsible for the impact of those conditions on the geotechnical recommendations for the project.

The Geotechnical Engineer warrants that the findings, recommendations, specifications or professional advice contained herein have been made in accordance with generally accepted professional geotechnical engineering practices in the local area. No other warranties are implied or expressed.

After the plans and specifications are more complete the Geotechnical Engineer should be provided the opportunity to review the final design plans and specifications to assure our engineering recommendations have been properly incorporated into the design documents, in order that the earthwork and foundation recommendations may be properly interpreted and implemented. At that time, it may be necessary to submit supplementary recommendations.

This report has been prepared for the exclusive use of the client and their designated agents for the specific application to the proposed Suffolk Library Feasibility Study in Suffolk, Virginia.

APPENDICES

APPENDIX I	BORING LOCATION PLAN
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APPENDIX I
BORING LOCATION PLAN



Boring Location Plan

PROJECT: Suffolk Library Feasibility Study
PROJECT LOCATION: Suffolk, Virginia
PROJECT NO: VB18-216G
CLIENT: Waller, Todd, & Sadler Architects
DATE: 06/25/2018
PLOT BY: K. Brownfield



APPENDIX II

SOIL CLASSIFICATION SYSTEM

CLASSIFICATION SYSTEM FOR SOIL EXPLORATION

Standard Penetration Test (SPT), N-value

Standard Penetration Tests (SPT) were performed in the field in general accordance with ASTM D 1586. The soil samples were obtained with a standard 1.4" I.D., 2" O.D., 30" long split-spoon sampler. The sampler was driven with blows of a 140 lb. hammer falling 30 inches. The number of blows required to drive the sampler each 6-inch increment (4 increments for each soil sample) of penetration was recorded and is shown on the boring logs. The sum of the second and third penetration increments is termed the SPT N-value.

NON COHESIVE SOILS

(SILT, SAND, GRAVEL and Combinations)

Relative Density

Very Loose	4 blows/ft. or less
Loose	5 to 10 blows/ft.
Medium Dense	11 to 30 blows/ft.
Dense	31 to 50 blows/ft.
Very Dense	51 blows/ft. or more

Particle Size Identification

Boulders	8 inch diameter or more
Cobbles	3 to 8 inch diameter
Gravel	Coarse 1 to 3 inch diameter
	Medium 1/2 to 1 inch diameter
	Fine 1/4 to 1/2 inch diameter
Sand	Coarse 2.00 mm to 1/4 inch (diameter of pencil lead)
	Medium 0.42 to 2.00 mm (diameter of broom straw)
	Fine 0.074 to 0.42 mm (diameter of human hair)
Silt	0.002 to 0.074 mm (cannot see particles)

CLASSIFICATION SYMBOLS (ASTM D 2487 and D 2488)

Coarse Grained Soils

More than 50% retained on No. 200 sieve

- GW** - Well-graded Gravel
- GP** - Poorly graded Gravel
- GW-GM** - Well-graded Gravel w/Silt
- GW-GC** - Well-graded Gravel w/Clay
- GP-GM** - Poorly graded Gravel w/Silt
- GP-GC** - Poorly graded Gravel w/Clay
- GM** - Silty Gravel
- GC** - Clayey Gravel
- GC-GM** - Silty, Clayey Gravel
- SW** - Well-graded Sand
- SP** - Poorly graded Sand
- SW-SM** - Well-graded Sand w/Silt
- SW-SC** - Well-graded Sand w/Clay
- SP-SM** - Poorly graded Sand w/Silt
- SP-SC** - Poorly graded Sand w/Clay
- SM** - Silty Sand
- SC** - Clayey Sand
- SC-SM** - Silty, Clayey Sand

Fine-Grained Soils

50% or more passes the No. 200 sieve

- CL** - Lean Clay
- CL-ML** - Silty Clay
- ML** - Silt
- OL** - Organic Clay/Silt
Liquid Limit 50% or greater
- CH** - Fat Clay
- MH** - Elastic Silt
- OH** - Organic Clay/Silt

Highly Organic Soils

- PT** - Peat

COHESIVE SOILS

(CLAY, SILT and Combinations)

Consistency

Very Soft	2 blows/ft. or less
Soft	3 to 4 blows/ft.
Medium Stiff	5 to 8 blows/ft.
Stiff	9 to 15 blows/ft.
Very Stiff	16 to 30 blows/ft.
Hard	31 blows/ft. or more

Relative Proportions

<u>Descriptive Term</u>	<u>Percent</u>
Trace	0-5
Few	5-10
Little	15-25
Some	30-45
Mostly	50-100

Strata Changes

In the column "Description" on the boring log, the horizontal lines represent approximate strata changes.

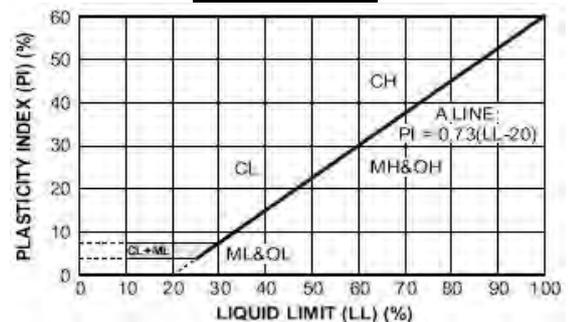
Groundwater Readings

Groundwater conditions will vary with environmental variations and seasonal conditions, such as the frequency and magnitude of rainfall patterns, as well as tidal influences and man-made influences, such as existing swales, drainage ponds, underdrains and areas of covered soil (paved parking lots, side walks, etc.).

Depending on percentage of fines (fraction smaller than No. 200 sieve size), coarse-grained soils are classified as follows:

Less than 5 percent	GW, GP, SW, SP
More than 12 percent	GM, GC, SM, SC
5 to 12 percent	Borderline cases requiring dual symbols

Plasticity Chart



APPENDIX III

SUMMARY OF LABORATORY RESULTS



GET Solutions, Inc.

SUMMARY OF LABORATORY RESULTS

CLIENT Waller, Todd, & Sadler Architects **PROJECT NAME** Suffolk Library Feasibility Study
PROJECT NUMBER VB18-216G **PROJECT LOCATION** Suffolk

Borehole	Depth	Liquid Limit	Plastic Limit	Plasticity Index	Maximum Size (mm)	%<#200 Sieve	Classification	Water Content (%)	Dry Density (pcf)	Saturation (%)	Void Ratio
B-1	3.0	19	10	9	0.075	50	SC	18.8			
B-1	7.0	23	11	12	0.075	36	SC	19.4			
B-1	11.0	22	10	12	0.075	25	SC	24.0			
B-1	14.0	NP	NP	NP	0.075	15	SM	22.6			
B-1	19.0	81	26	55	0.075	98	CH	57.3			
B-2	3.0	29	12	17	0.075	41	SC	17.2			
B-2	5.0	38	13	25	0.075	63	CL	20.7			
B-2	11.0	19	10	9	0.075	22	SC	20.7			

(1) GET - LABORATORY TEST SUMMARY - GET - STANDARD - DATATEMPLATE(03-17-14).GDT - 6/27/18 16:26 - G:\GINT\PROJECTS\VB18\VB18-216G SUFFOLK LIBRARY FEASIBILITY STUDY.GPJ

APPENDIX IV
BORING LOGS



RECORD OF SUBSURFACE EXPLORATION

Virginia Beach 204 Grayson Road Virginia Beach, VA 23642 757-518-1703
 Williamsburg 1592-E Penniman Road Williamsburg, VA 23185 757-564-6452
 Elizabeth City 106 Capital Trace Unit E Elizabeth City, NC 27909 252-335-9765
 Jacksonville 415-A Western Blvd Jacksonville, NC 28546 910-478-9915

BORING ID B-1

PROJECT NAME: **Suffolk Library Feasibility Study**
 CLIENT: **Waller, Todd, & Sadler Architects**
 PROJECT LOCATION: **Suffolk**
 BORING LOCATION: **See Boring Location Plan**
 DRILLING METHOD(S): **Rotary wash "mud"**
 GROUNDWATER*: INITIAL (ft) ∇: **10** AFTER ____ HOURS (ft) ▼: ____ CAVE-IN (ft) ☉: ____

PROJECT NUMBER: **VB18-216G**
 SURFACE ELEVATION (MSL) (ft): **50**
 LOGGED BY: **K. Brownfield**
 DATE STARTED: **6/19/2018**
 DATE COMPLETED: **6/19/2018**
 DRILLER: **GET Solutions, Inc.**

The initial groundwater readings are not intended to indicate the static groundwater level.

Elevation (ft)	Depth (ft)	STRATA DESCRIPTION	Strata Legend	Sample ID	Sample Type	Sample Recovery (in.)	Blow Counts (N-Values)	% <#200	TEST RESULTS					
									Plastic Limit	X	Liquid Limit	Penetration		
	0.1	1" Topsoil		1		11	7-7-2-3 (9)							
	2.0	Red, moist, Poorly graded fine to medium SAND (SP) with trace Clay, trace brick fragments, and trace fibrous organic material, loose - FILL		2		22	2-2-2-2 (4)	50	X	●				
	4.0	Light Gray, moist, Clayey fine to medium SAND (SC), very loose to loose		3		24	3-3-3-4 (6)							
45	5	Mottled Gray and Orange, moist, Sandy Lean CLAY (CL), medium stiff		4		24	3-3-4-4 (7)	36	X	●				
	6.0	Mottled Gray and Orange, moist to wet, Clayey fine to medium SAND (SC), very loose to loose		5		24	1-1-1-1 (2)							
	10	Orange at 10 feet below grade		6		23	2-1-2-1 (3)	25	X	●				
	13.5	Orange, wet, Silty fine to medium SAND (SM), very loose		7		24	1-1-2-1 (3)	15	X	●				
	18.8	Dark Gray, wet, Fat CLAY (CH) with some organic material, very soft		8		24	1-1-1-1 (2)	98						
	23.8	Gray, wet, Clayey fine to medium SAND (SC), loose		9		23	2-3-4-6 (7)							
	29.8	Gray, wet, Sandy Lean CLAY (CL), medium stiff		10		20	1-2-3-2 (5)							
	30.0	Boring terminated at 30 feet below existing grade.												

This information pertains only to this boring and should not be interpreted as being indicative of the site.

Sample Type(s):
 SS - Split Spoon

Notes:



RECORD OF SUBSURFACE EXPLORATION

Virginia Beach: 204 Grayson Road, Virginia Beach, VA 23642, 757-518-1703
 Williamsburg: 1592-E Penniman Road, Williamsburg, VA 23185, 757-564-6452
 Elizabeth City: 106 Capital Trace Unit E, Elizabeth City, NC 27909, 252-335-9765
 Jacksonville: 415-A Western Blvd, Jacksonville, NC 28546, 910-478-9915

BORING ID B-2

PROJECT NAME: **Suffolk Library Feasibility Study**
 CLIENT: **Waller, Todd, & Sadler Architects**
 PROJECT LOCATION: **Suffolk**
 BORING LOCATION: **See Boring Location Plan**
 DRILLING METHOD(S): **Rotary wash "mud"**
 GROUNDWATER*: INITIAL (ft) ▽: **10** AFTER ____ HOURS (ft) ▼: ____ CAVE-IN (ft) ⊕: ____
The initial groundwater readings are not intended to indicate the static groundwater level.

PROJECT NUMBER: **VB18-216G**
 SURFACE ELEVATION (MSL) (ft): **53**
 LOGGED BY: **K. Brownfield**
 DATE STARTED: **6/19/2018**
 DATE COMPLETED: **6/19/2018**
 DRILLER: **GET Solutions, Inc.**

Elevation (ft)	Depth (ft)	STRATA DESCRIPTION	Strata Legend	Sample ID	Sample Type	Sample Recovery (in.)	Blow Counts (N-Values)	%<#200	TEST RESULTS			
									Plastic Limit X	Water Content - ●	Penetration - ▨	
53.0	0.2	2" Topsoil										
52.0	1.0	Tan, moist, Silty fine to medium SAND (SM), loose		1	SS	21	7-5-2 (10)					
50.0	4.0	Tan, moist, Clayey fine to medium SAND (SC), very loose to loose		2	SS	23	3-3-3-3 (6)	41				
45.0	5.0	Mottled Gray and Orange, Sandy Lean CLAY (CL), medium stiff		3	SS	24	4-4-4-3 (8)	63				
40.0	11.5	Mottled Gray and Orange, wet, Clayey fine to medium SAND (SC), loose		4	SS	24	4-4-4-3 (8)					
35.0	12.5	Mottled Gray and Orange, wet, Poorly graded fine to medium SAND (SP) with trace Clay, medium dense		5	SS	21	4-3-3-2 (6)					
30.0	21.5	Orange, wet, Clayey fine to medium SAND (SC), very loose		6	SS	24	3-3-3-3 (6)	22				
25.0				7	SS	24	3-9-12-12 (21)					
20.0				8	SS	12	8-9-12-16 (21)					
15.0				9	SS	12	2-1-1-2 (2)					
10.0		Mostly wood fragments 28 feet below grade		10	SS	20	3-3-2-5 (5)					
5.0	30.0	Boring terminated at 30 feet below existing grade.										

This information pertains only to this boring and should not be interpreted as being indicative of the site.

Sample Type(s):
 SS - Split Spoon

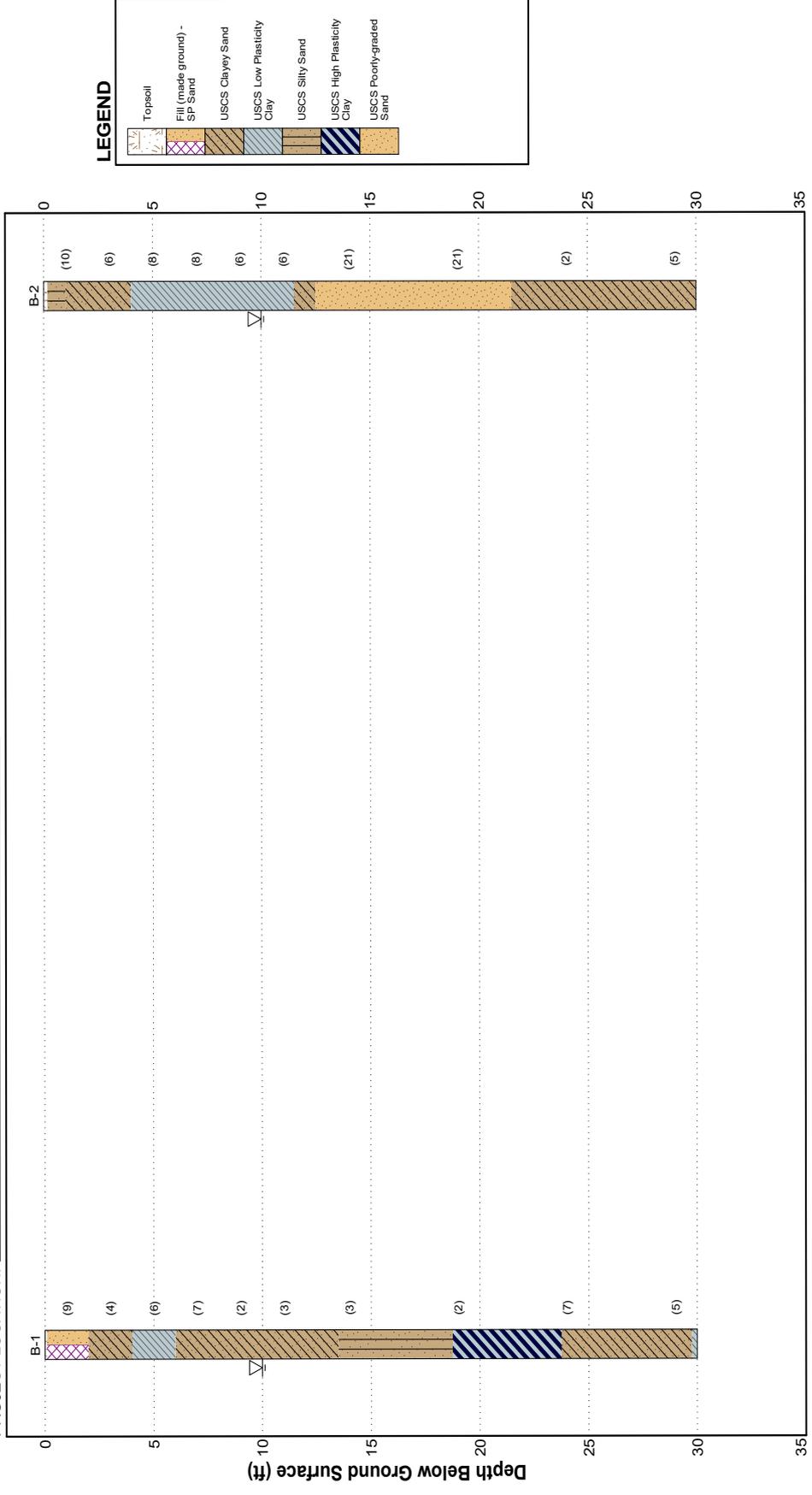
Notes:

APPENDIX V
SOIL PROFILE



GENERALIZED SOIL PROFILE

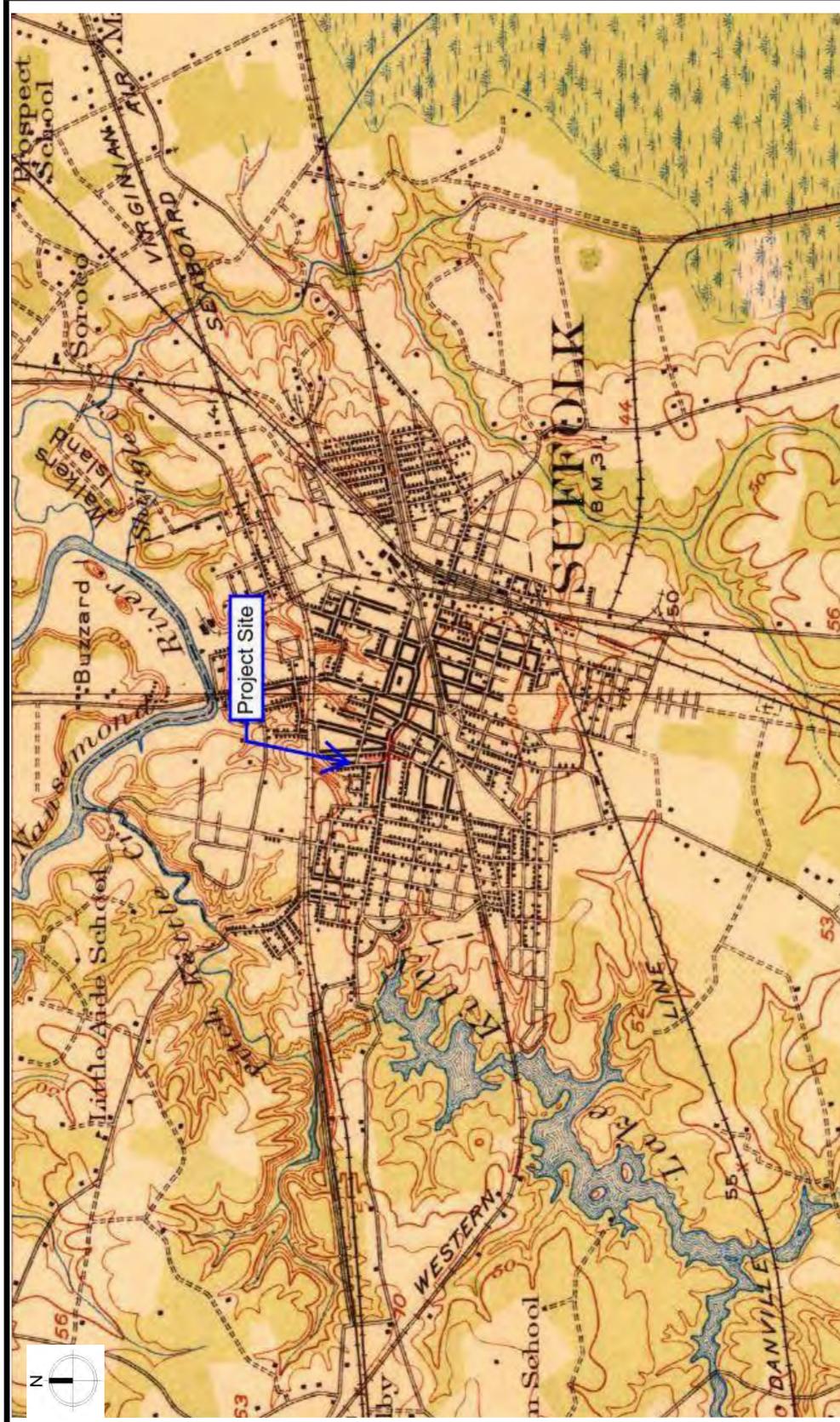
PROJECT NAME: Suffolk Library Feasibility Study PROJECT NUMBER: VB18-216G
 PROJECT LOCATION: Suffolk CLIENT: Waller, Todd, & Sadler Architects



(Numerical Value) = Sample N-Value

APPENDIX VI

USGS HISTORICAL MAP



**USGS Historic Topographic Map
Suffolk Quadrangle, 1919**

PROJECT: Suffolk Library Feasibility Study
Suffolk, Virginia

PROJECT NO: VB18-216G

CLIENT: Waller, Todd, & Sadler Architects

Appendix I
Phase I Environmental Site
Assessment



PHASE I ENVIRONMENTAL SITE ASSESSMENT

**309 West Washington Street Property
Suffolk, Virginia**

**G E T Project No: VB13-102E
January 29, 2014**

Prepared for:

**The City of Suffolk
Office of Capital Programs & Buildings
P.O. Box 1858
Suffolk, Va. 23439**

204 Grayson Road, Virginia Beach, VA 23462
Phone 757-518-1703 ♦ Fax 757-518-1704 ♦ www.getsolutionsinc.com



January 29, 2014

The City of Suffolk
Capital Programs & Buildings
PO Box 1858
Suffolk, Virginia 23439
Attention: Mr. Gerry L. Jones, RA

GET Solutions, Inc. Project No.: VB-13-102E

**Reference: Phase I Environmental Site Assessment
309 West Washington Street Property
309 West Washington Street
Suffolk, Virginia**

Dear Mr. Jones:

GET Solutions, Inc. (GET) is pleased to provide you with this Phase I Environmental Site Assessment (ESA) for the above referenced property. Our services were provided in general accordance with your request via email to this office on December 19, 2013 and meet the requirements of ASTM E 1527-05, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process and EPA Standards and Practices for All Appropriate Inquiries contained in 40 CFR Part 312.

If there are any questions regarding the contents of this report, or need further information, please contact us.

Respectfully,

GET SOLUTIONS, INC.

A handwritten signature in black ink, appearing to read "T.C. Hahn", with a horizontal line extending to the right.

T. Christopher Hahn, REM
Director of Environmental Services

**PHASE I ENVIRONMENTAL SITE ASSESSMENT
309 WEST WASHINGTON STREET PROPERTY
309 WEST WASHINGTON STREET
SUFFOLK, VIRGINIA**

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**PHASE I ENVIRONMENTAL SITE ASSESSMENT
309 WEST WASHINGTON STREET PROPERTY
309 WEST WASHINGTON STREET
SUFFOLK, VIRGINIA**

1.0 EXECUTIVE SUMMARY

GET Solutions, Inc. (GET) has completed a Phase I Environmental Site Assessment (ESA) on the property located at 309 West Washington Street in the City of Suffolk, Virginia. The report was prepared in conformance with the scope and limitations of American Society of Testing Materials (ASTM) Practice E 1527-05. The purpose of this ESA was to identify recognized environmental conditions in connection with the subject property. Any exceptions or deletions from this practice are described in Section 9.0 of this report. Additional services concerning non-scope environmental concerns performed at the request of the client are described in Section 10.0. The following is a summary of our findings and is not intended to replace more detailed information contained elsewhere in this report.

The subject property is comprised of 0.95-acres of land and is currently improved by a single-story, 9,858 square foot former tire retail and automobile service building as well as an approximate 4,600 square foot one-story metal storage building. The legal description for the subject site as indicated at the City of Suffolk Real Estate Assessor's Office is L 177, 309 W Wash St... The subject site is currently zoned CBD (Central Business District).

Based upon historical research, the subject site was developed with the current structure sometime around 1925 and has undergone several additions/renovations over the years. Prior to the current structure, the subject site was developed with dwellings as far back as 1889. The City of Suffolk Real Estate Assessor's office could not provide the date of construction for either of the two subject buildings.

The 309 West Washington Street building is constructed on a concrete slab-on-grade foundation with brick exterior and interior walls, wood framed roof joists and a wooden decked roof. There are four roll-up doors along the eastern elevation and one roll-up door along the western elevation of the building for vehicular access to the shop area. The roof consists of a sloped asphaltic roof system. The metal storage building on-site is constructed on a concrete slab-on-grade foundation with metal framed walls and a metal panel exterior and roof system. The subject site is located in an area of mixed commercial, light industrial and residential single-family homes in the commercial business district of the City of Suffolk, Virginia. The subject building is currently vacant and was last occupied by Suffolk Tire and Auto Repair and a U-Haul Neighborhood Dealer.

The area immediately surrounding the site includes West Washington Street to the north, followed by various retail stores and offices as well as residential apartments. The property is bound to the east by a partially graveled parking area followed by a commercial office; to the west by a graveled parking area, followed by a vacant commercial building and on the south by Jackson Street, followed by residential single-family dwellings. GET did not observe activities or

conditions on adjoining properties that would be considered a recognized environmental condition (REC) for the subject site.

The subject site was identified as a historic auto station on the databases searched by Environmental Data Resources, Inc. (EDR). No releases were reported for the subject site in the regulatory file search. The EDR report identified two Conditionally Exempt Small Quantity Generators of Hazardous Waste (CESQG) sites, Twenty Nine Leaking Underground Storage Tank (LUST) sites, fifteen registered underground storage tank (UST) sites, one State Voluntary Clean-Up (VCP) site and two Historic Cleaners Sites within specified radii of the subject site. Based upon a review of available regulatory files regarding these reported sites, their distance, and/or their hydrological position with respect to the subject site, none of these reported sites are considered RECs for the subject site.

Numerous equipment and supplies related to the former tire retail business were observed within the shop portion of the subject building. The observed equipment included three aboveground vehicle lift systems, a remnant sub-grade hydraulic vehicle lift system, a tire alignment machine, numerous 55-gallon drums labeled as containing used oil and oil filters, used tires, a tire mounting machine, three 250-gallon aboveground storage tanks (ASTs) labeled as containing new motor oil, a 250-gallon AST containing used oil, a used oil burner system, air compressors, generators, oxygen and acetylene compressed gas cylinders, and miscellaneous tools and new vehicle parts. An oil/water separator system also exists beneath the concrete slab in the southeastern portion of the shop area. Moderate oil staining was observed on the concrete slab in the location of the new oil containing ASTs and the used oil containing AST. A fill and vent pipe indicative of a UST was observed adjacent to the southeastern corner of the main building.

The metal storage building on the southern portion of the site was observed to contain various supplies and equipment including restaurant vending machines, artwork, and miscellaneous stored equipment.

Access to the subject site is gained from West Washington Street, located immediately north of the site and from South Street, located immediately east of the site. The subject property is served by public water supplied by the City of Suffolk. Electric service is provided to the subject property by overhead lines owned by Dominion Virginia Power and natural gas is provided by Virginia Natural Gas. The heat source for the shop area of the subject building is a used oil burning furnace. The front, office area of the subject building is heated by natural gas fired space heaters.

The following table summarizes GET's findings and indicates the areas which may require additional attention:

SECTION	FINDING	RECOMMENDATION	COST
5.3.4-Sanborn Fire Insurance Maps	Site was identified as a filling Station with Gasoline Tanks along the Northern Portion of the Property	Phase II ESA	\$13,704.00
6.2-Site	Fill and Vent Pipe observed	Phase II ESA	See Above

Reconnaissance	<p>immediately southeast of the subject building.</p> <p>Sub-Slab Oil/Water Separator within shop area of building</p> <p>Sub-Slab hydraulic lift system within building.</p> <p>Numerous ASTs containing used and New Motor Oil within Building. Moderate oil staining on slab.</p>		
----------------	--	--	--

This assessment has revealed evidence of recognized environmental conditions including the following:

- GET observed a fill and vent pipe indicative of a UST located in a grassed area adjacent to the southeast corner of the subject building. Records pertaining to the disposition of this UST were not available for review from the DEQ, or local regulatory/municipal agencies.
- The subject building contains a remnant sub-slab hydraulic lift system.
- An oil/water separator system exists within the shop area of the building. Although this system is reportedly maintained on an as needed basis, it appears that it has been in place within the shop area since the building's construction in the 1920s.
- Moderate surficial oil staining was apparent on the concrete slab adjacent to three 250-gallon new oil containing ASTs in the rear portion of the shop area, and adjacent to a 250-gallon used oil containing AST that is located adjacent to a used oil heating system in the southern portion of the shop area. This staining appears to be the result of chronic oil spillage that occurs when filling the ASTs or pumping this oil for use in vehicular maintenance activities.
- Historic Sanborn Fire Insurance Maps dated 1926 and 1949 identify the site as an automobile Repair and Filling Station facility. Four gasoline tanks (presumably USTs) are depicted in the parking lot adjacent immediately south of West Washington Street in the 1926 Map, and two gasoline tanks (presumably USTs) are depicted in this location in the 1949 map. Neither the DEQ, nor local municipal agencies have records available for review that identify the disposition of these tanks.



PHASE I ENVIRONMENTAL SITE ASSESSMENT

**321 West Washington Street Property
Suffolk, Virginia**

**G E T Project No: VB13-102E
February 3, 2014**

Prepared for:

**The City of Suffolk
Office of Capital Programs & Buildings
P.O. Box 1858
Suffolk, Va. 23439**

204 Grayson Road, Virginia Beach, VA 23462
Phone 757-518-1703 ♦ Fax 757-518-1704 ♦ www.getsolutionsinc.com



February 3, 2014

The City of Suffolk
Capital Programs & Buildings
PO Box 1858
Suffolk, Virginia 23439
Attention: Mr. Gerry L. Jones, RA

GET Solutions, Inc. Project No.: VB-13-102E

**Reference: Phase I Environmental Site Assessment
321 West Washington Street Property
321 West Washington Street
Suffolk, Virginia**

Dear Mr. Jones:

GET Solutions, Inc. (GET) is pleased to provide you with this Phase I Environmental Site Assessment (ESA) for the above referenced property. Our services were provided in general accordance with your request via email to this office on December 19, 2013 and meet the requirements of ASTM E 1527-05, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process and EPA Standards and Practices for All Appropriate Inquiries contained in 40 CFR Part 312.

If there are any questions regarding the contents of this report, or need further information, please contact us.

Respectfully,

GET SOLUTIONS, INC.

A handwritten signature in black ink, appearing to read "T.C. Hahn", written over a horizontal line.

T. Christopher Hahn, REM
Director of Environmental Services

**PHASE I ENVIRONMENTAL SITE ASSESSMENT
321 WEST WASHINGTON STREET PROPERTY
321 WEST WASHINGTON STREET
SUFFOLK, VIRGINIA**

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Appendix V	Supporting Documentation
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**PHASE I ENVIRONMENTAL SITE ASSESSMENT
321 WEST WASHINGTON STREET PROPERTY
321 WEST WASHINGTON STREET
SUFFOLK, VIRGINIA**

1.0 EXECUTIVE SUMMARY

GET Solutions, Inc. (GET) has completed a Phase I Environmental Site Assessment (ESA) on the property located at 321 West Washington Street in the City of Suffolk, Virginia. The report was prepared in conformance with the scope and limitations of American Society of Testing Materials (ASTM) Practice E 1527-05. The purpose of this ESA was to identify recognized environmental conditions in connection with the subject property. Any exceptions or deletions from this practice are described in Section 9.0 of this report. Additional services concerning non-scope environmental concerns performed at the request of the client are described in Section 10.0. The following is a summary of our findings and is not intended to replace more detailed information contained elsewhere in this report.

The subject property is comprised of 0.27-acres of land and is currently improved by a single-story, 5,360 square foot commercial building. The legal description for the subject site as indicated at the City of Suffolk Real Estate Assessor's Office is L 181, 321 W Wash St. The subject site is currently zoned CBD (Central Business District).

Based upon historical research, the subject site was developed with the current structure in 1920. Prior to the current structure, the subject site was developed with dwellings as far back as 1889. The City of Suffolk Real Estate Assessor's office provided the date of construction for the subject building as 1920. Historic Sanborn Maps identified the subject building as being previously occupied by an auto supplies and service facility in the 1949 map with three gasoline tanks located in the northern parking lot along West Washington Street. An auto parts sales and machine shop occupied the subject building in the 1972 map. Prior to 1920, the subject site was depicted as being occupied by dwellings as far back as 1889.

The subject building is constructed on a concrete slab-on-grade foundation with a plaster stucco exterior façade system. The structure is constructed on structural steel framing with a rubber membrane roof system over metal roof decking. Interior finishes consist of gypsum wallboard systems, vinyl floor tile and unfinished concrete floors. A metal roll-up door system exists along the southern elevation of the subject building. The subject site is located in an area of mixed commercial and residential single-family homes in the commercial business district of the City of Suffolk, Virginia. The subject building is currently vacant and was last occupied by This and That, a novelty retail store.

The area immediately surrounding the site includes West Washington Street to the north, followed by various retail stores and offices as well as residential apartments. The property is bound to the east by a partially graveled parking area followed by a former retail automotive tire center and automotive repair shop; to the west by Lee Street, followed by single-family residential homes and to the south by residential single-family homes. GET did not observe

activities or conditions on adjoining properties that would be considered a recognized environmental condition (REC) for the subject site.

The subject site was not identified in any of the databases searched by Environmental Data Resources, Inc. (EDR). No releases were reported for the subject site in the regulatory file search. The EDR report identified two Conditionally Exempt Small Quantity Generators of Hazardous Waste (CESQG) sites, Twenty Nine Leaking Underground Storage Tank (LUST) sites, fifteen registered underground storage tank (UST) sites, one State Voluntary Clean-Up (VCP) site, one historic auto station, and two Historic Cleaners Sites within specified radii of the subject site. Based upon a review of available regulatory files regarding these reported sites, their distance, and/or their hydrological position with respect to the subject site, none of these reported sites are considered RECs for the subject site.

GET observed one 250-gallon AST labeled as containing new oil and two 330-gallon poly totes labeled as containing used oil in the rear portion of the subject building. A subgrade oil water separator also exists in the rear portion of the building. A slab supported tire alignment machine was observed within the rear portion of the building. GET also observed what appeared to be remnant vent pipes potentially indicative of USTs along the building's northern and northeastern elevations.

Access to the subject site is gained from West Washington Street, located immediately north of the site and from Lee Street, located immediately west of the site. The subject property is served by public water supplied by the City of Suffolk. Electric service is provided to the subject property by overhead lines owned by Dominion Virginia Power and natural gas is provided by Virginia Natural Gas. The heat source for the subject building is natural gas fired space units.

The following table summarizes GET's findings and indicates the areas which may require additional attention:

SECTION	FINDING	RECOMMENDATION	COST
5.3.4-Sanborn Fire Insurance Maps	Site was identified as an auto service station with three Gasoline Tanks along the Northern Portion of the Property	Phase II ESA	\$13,704.00
6.2-Site Reconnaissance	Vent Pipes observed along the northern and northeastern elevations of the building. Sub-Slab Oil/Water Separator within shop area of building.	Phase II ESA	See Above

This assessment has revealed evidence of recognized environmental conditions including the following:

GET Project No. VB13-102E
February 3, 2014

- GET observed two vent pipes indicative of the potential presence of USTs along the northern and northeastern elevations of the building.
- A sub-slab oil/water separator system exists within the rear portion of the building.
- A Historic Sanborn Fire Insurance Map dated 1949 identified the site as an automobile Repair facility. Three gasoline tanks (presumably USTs) were depicted in the parking lot adjacent immediately south of West Washington Street in the 1949 Map. Neither the DEQ, nor local municipal agencies have records available for review that identify the disposition of these tanks.

Appendix J
Phase II Environmental
Site Assessment



PHASE II ENVIRONMENTAL SITE ASSESSMENT
REPORT

**309 West Washington Street Property
Suffolk, Virginia**

**G E T Project No: VB13-102E
February 5, 2014**

Prepared for:

**Mr. Gerry L. Jones, RA
City of Suffolk Office of Capital Programs & Buildings
P.O. Box 1858
Suffolk, Virginia 23439**



February 5, 2013

City of Suffolk Office of Capital Programs & Buildings
P.O. Box 1858
Suffolk, Virginia 23439
Attention: Mr. Gerry L. Jones, RA

Reference: Phase II Environmental Site Assessment Report
309 West Washington Street Property
Suffolk, Virginia
GET Project No. VB13-102E

At your request, **GET Solutions, Inc.** (GET) has completed a Phase II Environmental Site Assessment (ESA) at the referenced property, herein referred to as the Site. The purpose of this project was to determine whether contamination exists in the Site soil and groundwater from recognized environmental conditions identified in a Phase I Environmental Site Assessment previously performed for the Site.

GET performed a Phase I Environmental Site Assessment and the following recognized environmental conditions were identified:

- GET observed a fill and vent pipe indicative of a UST located in a grassed area adjacent to the southeast corner of the subject building. Records pertaining to the disposition of this UST were not available for review from the DEQ, or local regulatory/municipal agencies.
- The subject building contains a remnant sub-slab hydraulic lift system.
- An oil/water separator system exists within the shop area of the building. Although this system is reportedly maintained on an as needed basis, it appears that it has been in place within the shop area since the building's construction in the 1920s.
- Moderate surficial oil staining was apparent on the concrete slab adjacent to three 250-gallon new oil containing ASTs in the rear portion of the shop area, and adjacent to a 250-gallon used oil containing AST that is located adjacent to a used oil heating system in the southern portion of the shop area. This staining appears to be the result of chronic oil spillage that occurs when filling the ASTs or pumping this oil for use in vehicular maintenance activities.
- Historic Sanborn Fire Insurance Maps dated 1926 and 1949 identify the site as an automobile Repair and Filling Station facility. Four gasoline tanks (presumably USTs) are depicted in the parking lot adjacent immediately south of West Washington Street in the 1926 Map, and two gasoline tanks

(presumably USTs) are depicted in this location in the 1949 map. Neither the DEQ, nor local municipal agencies have records available for review that identify the disposition of these tanks.

GET recommended performing soil and groundwater sampling and analysis in these locations to determine the current condition of site media.

1.0 SOIL SAMPLING

In an effort to determine whether petroleum and/or other chemical impacts are present in the soils and groundwater beneath the Site, GET advanced seven (7) borings for sample collection at the Site using direct push technology. The borings were located in the vicinity of the aforementioned areas that represented recognized environmental conditions.

The following section describes the sampling activities and findings. Please refer to the attached Sample Location Map and Laboratory Certificates of Analysis for additional information.

GET mobilized to the Site on January 9 and 10, 2014 to conduct sampling activities. Seven soil borings were advanced using direct push technology. Boring locations were selected based on site observations, field conditions such as the presence of utilities and the historic locations of the former USTs. The borings were identified as B-1 through B-4, advanced through the concrete slab inside the shop area within the subject building; B-9 and B-10 were advanced in the asphalt paved parking area immediately south of West Washington Street (the historic location of gasoline containing underground storage tanks); and B-11 was advanced in the immediate vicinity of the observed fill and vent pipes indicative of a UST at the southeast corner of the subject building. Boring B-1 was located in the vicinity of a used oil containing AST and burner system inside the shop area. Boring B-2 was located within an area adjacent to three new oil containing ASTs and surficial oil staining; boring B-3 was advanced adjacent to a sub-slab oil/water separator system within the shop area. Boring B-4 was advanced adjacent to a remnant subgrade hydraulic lift system within the shop area of the building.

The borings were advanced into the shallow water-bearing zone using a Geoprobe®. Geoprobe activities were performed by R.S. Technologies, Inc. using a truck-mounted rig. Chris Hahn of GET was present to observe the boring installation, and log the physical characteristics of each sample.

The Geoprobe soil samples were collected continuously at four-foot intervals. Soil samples were collected by hydraulically driving a two-inch diameter piston type "macro" sampler to the top of the desired sample interval. The piston with the sampler was then released and the pipe was advanced through a four foot interval. The soil core entered the sampler, which contained a non-reactive plastic liner. After the drive rod was removed from the soil, the liner containing the undisturbed soil column was removed and opened for classification, physical observation, and volatile organic compounds (VOCs) screening.

The Geoprobe borings were advanced to a depth of 8.0 to 20.0 feet below land surface (bls). Soil samples were screened for VOCs using a MiniRae Model 3000 photoionization detector (PID) equipped with a 10.6 eV lamp. Prior to use, the PID was calibrated against a 100 parts per million (ppm) isobutylene span gas in an air matrix. The instrument was then zeroed against the ambient air near the work area.

Soil samples were placed in sealable containers and allowed to sit in a warm area for volatilization to occur. Each container was opened and the tip of the PID was inserted into the head space above each sample. The sample displaying the highest reading from each boring or the sample displaying the highest degree of impact from each boring was typically submitted for chemical analysis. If all of the collected soil samples exhibited low PID readings, or no visual/olfactory evidence of contaminant impacts were noted, then the sample collected closest to the zone of groundwater saturation was typically submitted for chemical analysis. The samples were placed into laboratory certified clean septum-capped jars and submitted under chain-of-custody protocol to Prism Laboratories, Inc. of Charlotte, North Carolina. The boring logs, including PID readings, are attached.

2.0 DECONTAMINATION

Prior to commencement of soil boring activities and following completion of each boring, all reusable Geoprobe equipment was thoroughly decontaminated with Alconox detergent and rinsed with distilled water between each sample.

3.0 GROUNDWATER SAMPLING

At the completion of the Geoprobe borings, a groundwater sample was extracted through the Geoprobe. A stainless steel probe was advanced to a point that would intercept the soil/groundwater interface. A stainless steel screen-point sampler was then lowered allowing water to enter the probe. A groundwater sample was then collected using a dedicated length of non-reactive plastic tubing by inserting the tubing down the center of the screen-point sampler. Groundwater was then brought to the surface using a peristaltic pump. The groundwater samples were placed in laboratory certified clean appropriately preserved containers, labeled, packed on ice, and delivered to the contract laboratory under chain-of-custody protocol.

4.0 CHEMICAL ANALYSIS

The collected soil and groundwater samples from borings B-1 through B-4, B-9, B-10 and B-11 were analyzed for the presence and concentrations of one or more of the following: total petroleum hydrocarbons (TPH) via EPA Method 8015C, volatile organic compounds (VOCs) via EPA Method 8260B, RCRA-8 Metals via EPA Method 6000/7000 Series and/or polychlorinated biphenyl (PCBs) via EPA Method 8082A. The analytical data and chain-of-custody information are attached. The contract laboratory, Prism Laboratories, Inc. is certified under NELAC and VELAP.

5.0 FINDINGS

5.1 Site Geology and Hydrogeology

The upper water bearing zone was encountered in the Geoprobe borings at a depth of approximately 10.0 to 11.0 feet below finished grade. A brown to gray sandy Clay underlies most of the site to depths ranging from 0.5 to 8.0 feet below finished grade. Below this exists a brown to tan to gray clayey Sand strata that was determined to be the upper water bearing strata.

Groundwater flow characteristics and calculations were beyond the scope of this study. Based upon observed local topography, it is estimated that the overall resultant groundwater flow direction is to the northwest, toward the Nansemond River, located approximately 1.0-mile northwest of the Site; however, this resultant flow may include local flow vectors in other directions.

With the exception of soil samples collected from 10.0-12 feet below land surface (bls) in borings B-9 and B-10, in the northern asphalt paved parking lot and from 6.0-8.0 feet in boring B-11, adjacent to the UST located southeast of the building, none of the other collected soil samples during this study were observed to contain petroleum impacts. PID readings from 0.5 parts per million (ppm) to a high of 1377.0 ppm in the 6.0-8.0 feet bls interval in boring B-9 (Table 1).

5.2 Results of Soil Analytical Chemistry

A total of seven (7) soil samples were retained for chemical analysis from the various sampling locations. Summaries of soil analytical data are presented in Table 1. The soil sample submitted from boring B-2, adjacent to the oil/water separator within the shop area, produced the following metals concentrations: arsenic-3.4 mg/Kg, barium-24 mg/Kg, chromium-17 mg/Kg and lead-7.8 mg/Kg. With the exception of the reported arsenic concentration, none of the reported metals concentrations exceeded their respective State or Federal regulatory screening level. The Virginia Department of Environmental Quality's (DEQ) Tier III Soil Screening Level for arsenic is 1.6 mg/Kg. The soil sample from boring B-10, located in the northern parking lot of the property in the estimated vicinity of previous USTs locations produced arsenic and chromium concentrations that exceeded the DEQ's Tier III Screening Level. Various VOCs were also reported from boring B-10 at concentrations below the Virginia DEQ's Tier III soil screening level for Industrial/Commercial Soils. This sample also produced a TPH-DRO concentration of 26 mg/Kg and a TPH-GRO concentration of 330 mg/Kg. The soil sample submitted from boring B-11, adjacent to the fill and vent pipes at the southeast elevation of the building, produced a TPH-DRO concentration of 3,700 mg/Kg and a TPH-GRO concentration of 7.7 mg/Kg. None of the other collected soil samples produced concentrations of the analytes above the respective laboratory method detection limits. The Virginia Department of Environmental Quality's (DEQ) reporting level guideline for TPH in soil is 100 mg/Kg.

Table 1: Summary of Soil Sample Results

Sample ID	Sample Depth feet bls	TPH-DRO/GRO Method 8015B (mg/Kg)	VOCs Method 8015B (mg/Kg)	RCRA-8 Metals 6000/7000 Series (mg/Kg)	PCBs Method 8082A (mg/Kg)
B-1	6-8	ND	NA	NA	NA
B-2	10-12	ND	NA	Arsenic-3.4 Barium – 24 Chromium – 17 Lead – 7.8	NA
B-3	6-8	ND	NA	NA	NA
B-4	10-12	TPH-DRO – ND TPH-GRO-NA	NA	NA	ND
B-9	10-12	ND	NA	NA	NA
B-10	6-8	26/330	1,2,4-Trimethylbenzene-0.48 1,3,5-Trimethylbenzene-0.20 4-Isopropyltoluene-0.13 Naphthalene-0.47 n-Butylbenzene-0.16 n-Propylbenzene-0.13	Arsenic-2.2 Barium – 37 Chromium – 25 Lead – 17	NA
B-11	6-8	3700/7.7	NA	NA	NA

NA – not analyzed
 ND – Below the Laboratory Method Detection Limit
 ppm – parts per million
 mg/Kg – Milligrams/Kilogram or parts per million
Bold = Exceeds the DEQ's Tier III Restricted Soil Concentration and/or the DEQ's Reporting Level Guideline

5.3 Results of Ground Water Analytical Chemistry

A total of three (3) groundwater samples were retained for chemical analysis. The groundwater sample from borings B-4 and B-10 produced detectable VOCs; however, with the exception of naphthalene, reported at 4.4 µg/L in the groundwater sample from boring B-10, none of the reported concentrations exceed the DEQ's Tier III Restricted groundwater concentrations for Industrial/commercial sites. The DEQ's Tier III Groundwater concentration for naphthalene where groundwater is less than 15 feet bls is 0.7 µg/L. The groundwater sample from B-10 also produced a TPH-GRO concentration of 0.48 mg/L. The DEQ's reporting level guideline for TPH in groundwater is 1.0 mg/L. Groundwater samples from borings B-2 and B-10 produced various RCRA-8 Metals Concentrations. Arsenic (0.55 mg/L), cadmium (0.056 mg/L) and chromium (1.9 mg/L) concentrations reported for the sample submitted from boring B-10 exceeded their respective DEQ Tier III restricted concentrations for groundwater. Neither the DEQ, nor the U.S. EPA have established an industrial groundwater screening level for lead. The DEQ's Tier II residential groundwater screening level for lead is 15 µg/L. The U.S. EPA's tap-water based Maximum Contaminant Level (MCL) for lead is 10 µg/L. Lead was reported at 75 and 690 µg/L in borings B-2 and B-10 respectively..

A summary of groundwater analytical data is presented in Table 2. The attached laboratory data sheets contain the quantitation limit and analytical method for each analyte.

Table 2. Summary of Groundwater Analytical Results

Sample Location	Date Collected	TPH-DRO/GRO (mg/L)	RCRA-8 Metals (mg/L)	VOCs (µg/L)	PCBs (µg/L)
B-2	1-09-2014	ND	Arsenic-0.022 Barium-0.19 Cadmium-0.0030 Chromium-0.082 Lead-0.075	NA	NA
B-4	1-09-2014	ND	NA	1,2,4-Trimethylbenzene-1.0 MTBE-17 Naphthalene-0.56 Toluene-1.5	ND

Sample Location	Date Collected	TPH-DRO/GRO (mg/L)	RCRA-8 Metals (mg/L)	VOCs (µg/L)	PCBs (µg/L)
B-10	1-09-2014	ND/0.48	Arsenic-0.55 Barium-1.5 Cadmium-0.056 Chromium-1.9 Lead-0.69 Mercury-0.00066 Silver-0.0099	1,2,4-Trimethylbenzene-4.6 1,3,5-Trimethylbenzene-0.84 4-Isopropyltoluene-0.87 Naphthalene-4.4 n-Propylbenzene-0.65	NA

µg/L = micrograms per liter or parts per billion (ppb)
 mg/L = milligrams/Liter or parts per million (ppm); Detection Limit for: Analytes = See Analytical Sheets
 ND = Below Laboratory Method Detection Limits
Bold = Exceeds the DEQ's Tier III Restricted Groundwater Concentration

6.0 CONCLUSIONS AND RECOMMENDATIONS

Based on field observations and analytical data, Site groundwater and soils contain concentrations of TPH, VOCs and metals above the laboratory's method detection limits. As stated in the Storage Tank Program Technical Manual (DEQ Guidance Document #01-2024D), Fourth Edition, May 10, 2011 "*Analytical results indicating concentrations of petroleum constituents that are greater than the detection limits must be reported to DEQ.*" Therefore, **GET** recommends that the current owner/operator of the Site report the findings of this report to the DEQ in accordance with applicable state regulations.

Although some regulatory screening level exceedances were reported in the soils and groundwater samples submitted from the study area, the overall impact of the detected contaminants appears to be mitigated by the absence of exposure pathways to impacted soils and groundwater. The reported concentrations of naphthalene and the RCRA metals in groundwater appear to be negligible from a risk perspective based upon the conservative nature of published values when applied to water not proposed for potable use.

The UST located southeast of the subject building should be closed in accordance with State and Federal regulations.

If during the proposed construction of the site, petroleum impacted materials are encountered, they should be managed and disposed in accordance with State and Federal regulations.

With these exceptions, It is the opinion of **GET** that no further environmental sampling or assessment is warranted for the subject site.

GET appreciates the opportunity to provide you with these environmental consulting services. Should you have any questions regarding this report or require additional services, please feel free to contact us at your convenience.

Respectfully Submitted,

GET Solutions, Inc.

A handwritten signature in black ink, appearing to read "T.C. Hahn", with a long horizontal line extending to the right.

T. Christopher Hahn, REM
Director of Environmental Services

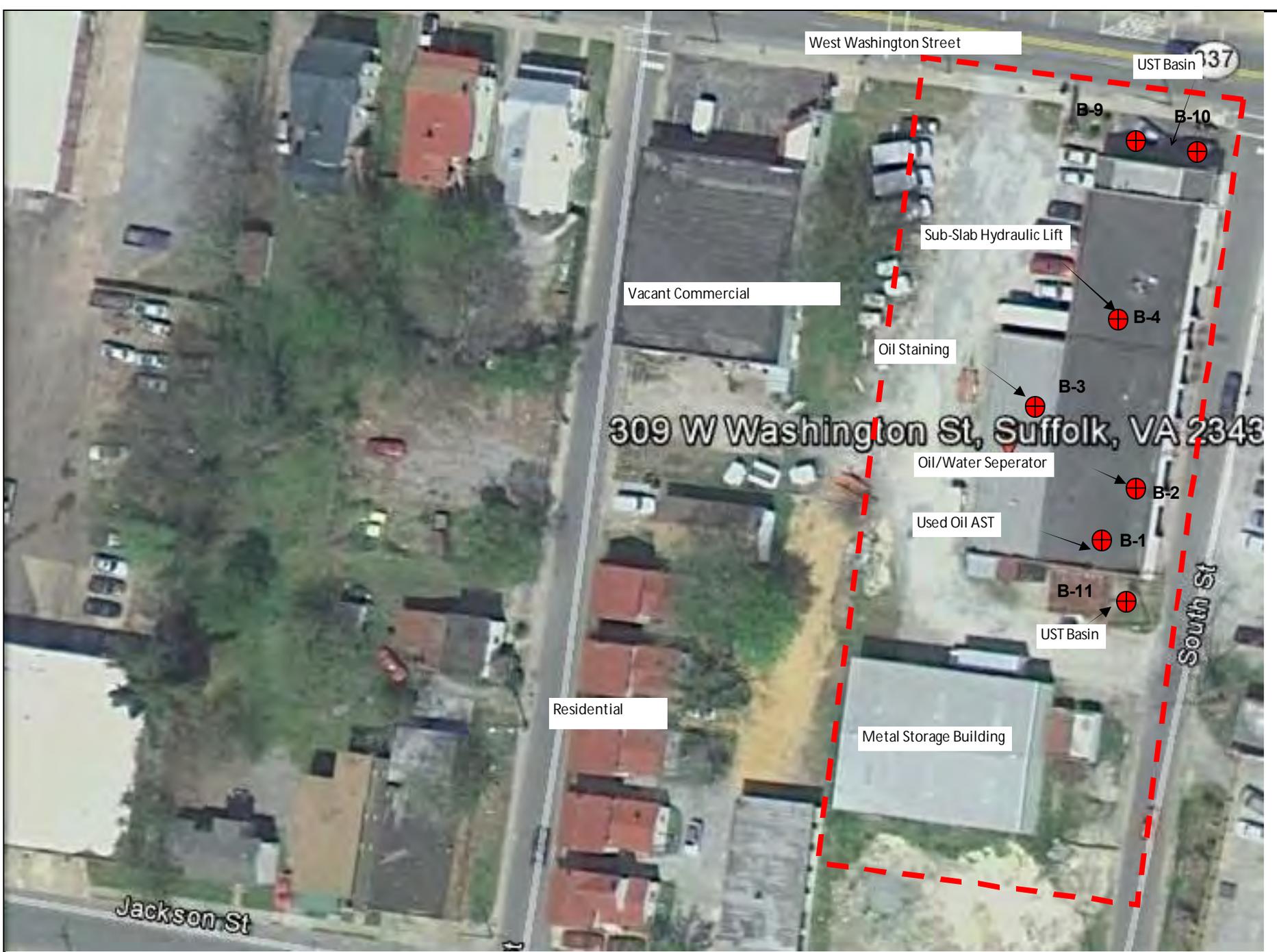
Attachments: Limitations, Sample Location Map, Laboratory Analysis, Soil Boring Logs

Limitations

This report has been prepared for exclusive use by the City of Suffolk, Virginia (the client). These services have been performed in accordance with generally accepted environmental practices. As with any subsurface investigation, actual conditions exist only at the precise locations from which the samples were taken. Certain inferences are based on the results of sampling to form a professional opinion of conditions in areas beyond those from which the samples were taken. No other warranty, expressed or implied, is made. Our conclusions and recommendations are based on information provided to us by others and our Site observations. Our observations are based on conditions readily observed at the time of our investigation. The contents of the report should not be construed in any way as a recommendation to purchase, sell, or develop the project Site.

GET by virtue of providing the services described in this report, does not assume the responsibility of the person(s) in charge of the Site, or otherwise take responsibility for reporting to local, state, or federal public agencies any conditions that may present a potential danger to public health safety or the environment. We understand that the client will notify appropriate regulatory agencies of potential impact, risks, or other requirements as necessary. **GET** assumes no responsibility for investigation, remediation, or liability associated with environmental impact to or from the project property regardless of the date of impact discovery.

Sample Location Map



GET Solutions, Inc.
 Geotechnical • Environmental • Gesting
 204 Grayson Road Virginia Beach, Virginia 23462 USA
 T 757.518.1703 IF 757.518.1704

Boring Location Plan
 309 West Washington Street
 Suffolk, Virginia

Project No.:	VB13-102E	Scale:	NTS	NTS
Date:	6-Feb-14	Drawn:	TCH	TCH
Drawing No.:	1	Checked:	TCH	

PROJECT: Suffolk Downtown Library Study

PROJECT NO.: 1418-S

DATE: 8/25/18

BY: Maureen McElfresh - Waller, Todd & Sadler and Amy Daniels – Newman Architects

MTG. DATE: 8/21/18

MTG. LOCATION: Suffolk City Hall

SUBJECT: Suffolk Downtown Library – Charrette Review Meeting and Programming

8/21/18 Meeting

NAME	ORGANIZATION	PHONE	EMAIL
Maureen McElfresh	WTS	417-0140	msmcelfresh@wtsarch.com
Joseph Huether	Newman Architects	203-623-7763	jhuether@newmansrchitects.com
Amy Daniels	Newman Architects	202-525-2726	adaniels@newmanarchitects.com
Clint S. Rudy	Suffolk Public Library	514-7322	crudy@suffolkva.us
Sarah Townsend	Suffolk Public Library	514-7320	stownsend@suffolkva.us
Liz Steyer	Suffolk Public Library	514-7329	esteyer@suffolkva.us
Tiffany Duck	Suffolk Public Library	514-7158	tduck@suffolkva.us
Megan Mulvey	Suffolk Public Library	514-7313	mmulvey@suffolkva.us
Scott Mills	City of Suffolk	514-4070	smills@suffolkva.us
Gerry Jones	City of Suffolk	514-4030	gjones@suffolkva.us
David Hainley	City of Suffolk	514-4005	dHainley@suffolkva.us
James Barkley (PT)	PACE Collaborative	499-7223	james@pace-pme.com

MEETING MINUTES

I. Introduction + City Review Process

1. GJ explained the intent of the study is to provide documents to support the city manager’s request to city council for funding.
 - a. The Central Library is in the CIP, however it is not yet fully funded.
 - b. The upcoming fiscal year will provide funding for full design, the following fiscal year will provide funding for construction
 - c. The next budget cycle will start in the fall of 2018.
2. CJ questioned if the goal of programming is to develop the “optimal building”, regardless of budget.

- a. SM confirmed that the program needs to fall within the range of a reasonable budget. \$18M was previously identified for a 50,000 SF central library project.
3. The group discussed community input from community meetings and survey results.
4. The goal to bring more people into the downtown area was discussed.
 - a. SPL does bring people downtown currently due to Library programming.
 - b. GJ suggested that if the amenities that the public is looking for are built, the public will travel downtown to use them. The Library will be breaking down barriers with people coming from different parts of town.
 - c. In developing program priorities, it is important to consider what is being offered by other departments within the city in effort to reduce redundancy.

II. Program + Community Feedback Review

5. Commons Seating Area
 - a. Commons seating area to include carrels, flexible seating, soft seating, reading tables, etc.
 - b. Commentary that the commons seating area to support 180 people seems like a lot. Newman Architects to review benchmarking data and advise if SF number should be reduced.
6. Teen Area
 - a. 20-30 teens will be coming in at any given time, space should support this many users.
 - b. Discussion to increase teen SF, reflected in program changes.
 - c. There should be a mix of dedicated teen space, for use by teen population only, and flexible space that can be incorporated into use by the larger population of the Library.
 - d. There is a large homeschool population that will use the space even during the day when students are at school.
7. Maker Spaces
 - a. Concern was raised about the cost of operation of these types of spaces, and regarding risk and liability. SPL confirmed that there are ways Libraries are dealing with these realities. Newman Architects confirmed that all of the benchmarking case studies and current libraries being built are including these types of facilities.
 - b. SPL is engaged with ODU in conducting a maker space study. Results are to be available shortly. SPL to send results to the design team for review and incorporation into the final program summary document.
8. Suffolk Museum

- a. A discussion was had regarding community input that the Library include a Suffolk Museum component.
 - b. A comment was made that the incorporation of a full museum would take away vital program needs from the Library.
 - c. The program applicable to the Library's priorities is one that will support an interactive place to explore individual and collective history. There will be some fixed space dedicated to display of artifacts, both digital and physical.
 - d. The resource center will be used to archive the history of Suffolk and has been included in the program as a Digital Archive Lab with supporting storage and display.
9. Aisles and Shelving- Collections
- a. Although the community questioned the need for space dedicated to wide aisles and low shelving, flexible shelving supports the priorities of the Library and intent for flexible space use and future proofing.
 - b. NA commented that wide aisles also provide better lighting options.
 - c. NA questioned if the Library wanted to consider compact shelving. The general response was that based on SPL's existing collection and collection goals, compact shelving would not make sense.
 - d. Library patrons are looking for fast delivery, not more than one day.
10. It was noted that the user survey feedback hinted that SPL might have to ramp-up its efforts to market some of the services that it already has.
11. Computer Classrooms
- a. While the community recommended traditional computer classrooms, the intent does not fit with the Library's goal of moving to lendable, portable devices. It is also not consistent with the way the Library provides technology programming. SPL provides one on one help for digital technology much more frequently than classroom-oriented programming.
 - b. It was suggested that most computer labs seen in other libraries remain empty.
 - c. The program is providing rooms to support dedicated computers for specialty software including graphic design, GIS, content creation, etc. It was suggested that this / these room(s) be located in near proximity to the maker space since the typical users of these spaces often use both.
 - d. A discussion was had to include singular computer kiosks for online content viewing.
12. Downtown Master Plan
- a. It was suggested that the downtown master plan's intent was to project what the Library could be, not to provide a road map for what it should be.
 - b. Virginia Corporate Extension provides cooking classes with a full teaching kitchen in Suffolk. This community need is being met elsewhere and does not need to be included in the Central Library program.
13. Story Time

- a. It was suggested that the Youth and Family Program area have its own dedicated program (meeting) room equipped to accommodate users of this age range.
 - b. Story time will occur in the Youth and Family Program area.
 - c. A dedicated Story Time area is not needed, as Story Time is not a programming focus of the Library.
14. LEED – the project will be designed per the City’s requirements to meet a LEED Standard (likely LEED silver), however implementation of certification will be determined based on project budget.

III. IT/AV/Security Review

15. General Security Systems

- a. Access Control: Card Reader Access at exterior Door, card reader access at meeting rooms, Separation between staff and public areas.
- b. Card access with Library Card for recording who is coming and going.
- c. Essential spaces for access control are staff spaces and 24/7 meeting rooms.

16. Security- Cameras

- a. Full camera coverage, through the city’s network.
- b. Cameras are recorded locally, not live viewed or monitored.
- c. Cameras are connected to the city’s duress alarm system.
- d. Duress Alarm panels to be located throughout- at each major area.
- e. Entry and Exit security alarms with proper zones based on program and scheduling. Security system will include motion sensors, exterior door contacts, and glass break detectors alarms to be tied to the alarm system.

17. IT

- a. Cable TV is not needed.
- b. WiFi access points to cover throughout the interior of the building and the exterior of the building including grounds and parking lot.
- c. There was general discussion of what rooms /spaces / components would require hard wired Ethernet connections. List included:
 - i. Digital Lab
 - ii. Automatic materials handling (AMH) unit.
 - iii. Self-checkout stations
 - iv. Digital signage points.
 - v. Digital display points
 - vi. Any miscellaneous digital kiosk.
 - vii. Print stations
 - viii. Gaming stations
 - ix. Meeting rooms

- x. Staff workbench
 - xi. Offices. It was noted that we should follow the Suffolk municipal standard which is 1 quad data outlet on each of 2 opposite walls (2 total per office).
18. AV
- a. White noise system is of interest to SPL. Pace to include in narrative.
 - b. A full P.A. system to support the library (both levels) is needed. A dedicated PA and audio system is needed to support the large meeting room (up to 150 people).
 - c. Wall mount flat screen monitors will be located in all meeting rooms including the staff workbench (workroom). The 3 large meeting rooms with movable walls will also include a projection screen and ceiling mount projector for use with large groups when spaces are combined to create one large room.
19. Future Proofing strategies:
- a. Multiple AV Closets centrally located
 - b. Cable lengths to remain under 300'
 - c. Cable Trays implemented at corridors, J hooks used throughout.

NEXT STEPS:

1. Newman Architects + WTS to collect and distribute Meeting Notes from Charrette Review Meeting.
2. Newman Architects to review and modify Program Summary with Recommendations based on SPL input during review meeting.
3. SPL to send ODU Maker Space Survey results to the Design Team for incorporation in the Program Summary Document and Final Feasibility study.

ATTACHMENTS:

- *Charrette Review PPT Presentation -PDF, including Block Diagram photographs*
 - *Program Summary – Working Draft*
- IV.
V.
VI.

END OF MEETING MINUTES

WALLER, TODD & SADLER ARCHITECTS, INC.

1909 Cypress Avenue
Virginia Beach, VA 23451

(757) 417-0140

fax (757) 417-0144

wts@wtsarch.com

Laboratory Analysis

02/07/2014

GET Solutions, Inc.
Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Lab Submittal Date: 01/14/2014
Prism Work Order: 4010179

This data package contains the analytical results for the project identified above and includes a Case Narrative, Sample Results and Chain of Custody. Unless otherwise noted, all samples were received in acceptable condition and processed according to the referenced methods.

Data qualifiers are flagged individually on each sample. A key reference for the data qualifiers appears at the end of this case narrative.

Narrative Notes:

This is a Revised Report and supercedes the original laboratory report dated 01/21/14. Client added TCLP Metals to Sample ID B-10.

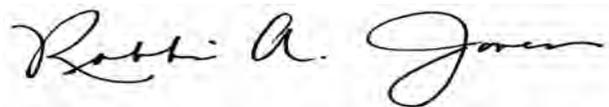
Please call if you have any questions relating to this analytical report.

Respectfully,

PRISM LABORATORIES, INC.



Angela D. Overcash
VP Laboratory Services



Reviewed By Robbi A. Jones For Angela D. Overcash
President/Project Manager

Data Qualifiers Key Reference:

CCV	CCV result is above the control limits. Analyte not detected in the sample. No further action taken.
D	RPD value outside of the control limits.
DO	Surrogates diluted out.
J	Detected but below the Reporting Limit; therefore, result is an estimated concentration (CLP J-Flag).
SR	Surrogate recovery outside the QC limits.
BRL	Below Reporting Limit
MDL	Method Detection Limit
RPD	Relative Percent Difference
*	Results reported to the reporting limit. All other results are reported to the MDL with values between MDL and reporting limit indicated with a J.

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Client Sample ID	Lab Sample ID	Matrix	Date Sampled	Date Received
B-1	4010179-01	Solid	01/09/14	01/14/14
B-2	4010179-02	Solid	01/09/14	01/14/14
B-3	4010179-03	Solid	01/09/14	01/14/14
B-4	4010179-04	Solid	01/09/14	01/14/14
B-9	4010179-05	Solid	01/10/14	01/14/14
B-10	4010179-06	Solid	01/10/14	01/14/14
B-11	4010179-07	Solid	01/10/14	01/14/14
B-5	4010179-08	Solid	01/09/14	01/14/14
B-6	4010179-09	Solid	01/09/14	01/14/14
B-7	4010179-10	Solid	01/10/14	01/14/14
B-8	4010179-11	Solid	01/10/14	01/14/14

Samples were received in good condition at 1.4 degrees C unless otherwise noted.

Prism ID	Client ID	Parameter	Method	Result	Units
4010179-02	B-2	Arsenic	*6010C	3.4	mg/kg dry
4010179-02	B-2	Barium	*6010C	24	mg/kg dry
4010179-02	B-2	Chromium	*6010C	17	mg/kg dry
4010179-02	B-2	Lead	*6010C	7.8	mg/kg dry
4010179-06	B-10	Diesel Range Organics	*8015C	26	mg/kg dry
4010179-06	B-10	Gasoline Range Organics	*5030B/8015C	330	mg/kg dry
4010179-06	B-10	Arsenic	*6010C	2.2	mg/kg dry
4010179-06	B-10	Barium	*6010C	37	mg/kg dry
4010179-06	B-10	Chromium	*6010C	25	mg/kg dry
4010179-06	B-10	Lead	*6010C	17	mg/kg dry
4010179-06	B-10	1,2,4-Trimethylbenzene	8260B	0.48	mg/kg dry
4010179-06	B-10	1,3,5-Trimethylbenzene	8260B	0.20	J mg/kg dry
4010179-06	B-10	4-Isopropyltoluene	8260B	0.13	J mg/kg dry
4010179-06	B-10	Naphthalene	8260B	0.47	J mg/kg dry
4010179-06	B-10	n-Butylbenzene	8260B	0.16	J mg/kg dry
4010179-06	B-10	n-Propylbenzene	8260B	0.13	J mg/kg dry
4010179-07	B-11	Diesel Range Organics	*8015C	3700	mg/kg dry
4010179-07	B-11	Gasoline Range Organics	*5030B/8015C	7.7	mg/kg dry
4010179-08	B-5	Mercury	*7471B	0.028	mg/kg dry
4010179-08	B-5	Arsenic	*6010C	1.2	mg/kg dry
4010179-08	B-5	Barium	*6010C	18	mg/kg dry
4010179-08	B-5	Chromium	*6010C	8.1	mg/kg dry
4010179-08	B-5	Lead	*6010C	6.7	mg/kg dry
4010179-09	B-6	Diesel Range Organics	*8015C	63	mg/kg dry
4010179-09	B-6	Gasoline Range Organics	*5030B/8015C	460	mg/kg dry
4010179-09	B-6	Arsenic	*6010C	3.5	mg/kg dry
4010179-09	B-6	Barium	*6010C	28	mg/kg dry
4010179-09	B-6	Chromium	*6010C	20	mg/kg dry
4010179-09	B-6	Lead	*6010C	9.5	mg/kg dry
4010179-09	B-6	1,2,4-Trimethylbenzene	8260B	8.6	mg/kg dry
4010179-09	B-6	1,3,5-Trimethylbenzene	8260B	2.4	mg/kg dry
4010179-09	B-6	4-Isopropyltoluene	8260B	1.5	mg/kg dry
4010179-09	B-6	Ethylbenzene	8260B	0.59	mg/kg dry
4010179-09	B-6	Isopropylbenzene (Cumene)	8260B	0.72	mg/kg dry
4010179-09	B-6	Naphthalene	8260B	2.2	mg/kg dry
4010179-09	B-6	n-Butylbenzene	8260B	0.80	mg/kg dry
4010179-09	B-6	n-Propylbenzene	8260B	1.2	mg/kg dry
4010179-10	B-7	Diesel Range Organics	*8015C	94	mg/kg dry
4010179-10	B-7	Arsenic	*6010C	3.3	mg/kg dry
4010179-10	B-7	Barium	*6010C	16	mg/kg dry
4010179-10	B-7	Cadmium	*6010C	0.61	mg/kg dry
4010179-10	B-7	Chromium	*6010C	16	mg/kg dry
4010179-10	B-7	Lead	*6010C	5.4	mg/kg dry
4010179-10	B-7	1,2,4-Trimethylbenzene	8260B	0.61	mg/kg dry

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Prism ID	Client ID	Parameter	Method	Result		Units
4010179-10	B-7	1,3,5-Trimethylbenzene	8260B	0.13	J	mg/kg dry
4010179-10	B-7	4-Isopropyltoluene	8260B	0.16	J	mg/kg dry
4010179-10	B-7	Naphthalene	8260B	0.46	J	mg/kg dry
4010179-10	B-7	n-Butylbenzene	8260B	0.15	J	mg/kg dry
4010179-10	B-7	n-Propylbenzene	8260B	0.16	J	mg/kg dry
4010179-11	B-8	Diesel Range Organics	*8015C	36		mg/kg dry
4010179-11	B-8	Gasoline Range Organics	*5030B/8015C	41		mg/kg dry

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-1
Prism Sample ID: 4010179-01
Prism Work Order: 4010179
Time Collected: 01/09/14 09:00
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Diesel Range Organics by GC/FID									
Diesel Range Organics	BRL	mg/kg dry	8.6	1.8	1	*8015C	1/20/14 18:49	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			86 %		49-124	
Gasoline Range Organics by GC/FID									
Gasoline Range Organics	BRL	mg/kg dry	6.7	0.57	50	*5030B/8015C	1/17/14 20:25	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			80 %		42-148	
General Chemistry Parameters									
% Solids	81.8	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-2
 Prism Sample ID: 4010179-02
 Prism Work Order: 4010179
 Time Collected: 01/09/14 09:45
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/kg dry	9.3	1.9	1	*8015C	1/20/14 19:25	JMV	P4A0217
		Surrogate				Recovery		Control Limits	
		o-Terphenyl				87 %		49-124	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	BRL	mg/kg dry	5.9	0.50	50	*5030B/8015C	1/17/14 20:54	ANG	P4A0254
		Surrogate				Recovery		Control Limits	
		a,a,a-Trifluorotoluene				86 %		42-148	

General Chemistry Parameters

% Solids	75.2	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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Total Metals

Mercury	BRL	mg/kg dry	0.025	0.0083	1	*7471B	1/17/14 14:48	MEH	P4A0221
Arsenic	3.4	mg/kg dry	0.33	0.049	1	*6010C	1/16/14 15:51	BGM	P4A0171
Barium	24	mg/kg dry	0.67	0.034	1	*6010C	1/16/14 15:51	BGM	P4A0171
Cadmium	BRL	mg/kg dry	0.33	0.0032	1	*6010C	1/16/14 15:51	BGM	P4A0171
Chromium	17	mg/kg dry	0.33	0.11	1	*6010C	1/16/14 15:51	BGM	P4A0171
Lead	7.8	mg/kg dry	0.33	0.039	1	*6010C	1/16/14 15:51	BGM	P4A0171
Selenium	BRL	mg/kg dry	0.67	0.081	1	*6010C	1/16/14 15:51	BGM	P4A0171
Silver	BRL	mg/kg dry	0.33	0.0054	1	*6010C	1/16/14 15:51	BGM	P4A0171

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-3
Prism Sample ID: 4010179-03
Prism Work Order: 4010179
Time Collected: 01/09/14 10:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Diesel Range Organics by GC/FID									
Diesel Range Organics	BRL	mg/kg dry	8.2	1.7	1	*8015C	1/21/14 9:47	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			96 %		49-124	
Gasoline Range Organics by GC/FID									
Gasoline Range Organics	BRL	mg/kg dry	5.8	0.49	50	*5030B/8015C	1/20/14 10:09	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			89 %		42-148	
General Chemistry Parameters									
% Solids	84.8	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-4
 Prism Sample ID: 4010179-04
 Prism Work Order: 4010179
 Time Collected: 01/09/14 11:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/kg dry	8.8	1.8	1	*8015C	1/21/14 10:24	JMV	P4A0217
		Surrogate				Recovery		Control Limits	
		o-Terphenyl				96 %		49-124	

General Chemistry Parameters

% Solids	79.2	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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Polychlorinated Biphenyls (PCBs) by GC/ECD

Aroclor 1016	BRL	mg/kg dry	0.063	0.011	1	8082A	1/18/14 5:03	JMV	P4A0234
Aroclor 1221	BRL	mg/kg dry	0.13	0.050	1	8082A	1/18/14 5:03	JMV	P4A0234
Aroclor 1232	BRL	mg/kg dry	0.13	0.016	1	8082A	1/18/14 5:03	JMV	P4A0234
Aroclor 1242	BRL	mg/kg dry	0.063	0.017	1	8082A	1/18/14 5:03	JMV	P4A0234
Aroclor 1248	BRL	mg/kg dry	0.063	0.013	1	8082A	1/18/14 5:03	JMV	P4A0234
Aroclor 1254	BRL	mg/kg dry	0.063	0.016	1	8082A	1/18/14 5:03	JMV	P4A0234
Aroclor 1260	BRL	mg/kg dry	0.063	0.0087	1	8082A	1/18/14 5:03	JMV	P4A0234
		Surrogate				Recovery		Control Limits	
		Tetrachloro-m-xylene				113 %		36-182	
		Decachlorobiphenyl				83 %		34-182	

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-9
 Prism Sample ID: 4010179-05
 Prism Work Order: 4010179
 Time Collected: 01/10/14 09:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/kg dry	8.8	1.8	1	*8015C	1/21/14 11:29	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			114 %		49-124	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	BRL	mg/kg dry	7.0	0.59	50	*5030B/8015C	1/17/14 22:22	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			87 %		42-148	

General Chemistry Parameters

% Solids	79.2	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-10
Prism Sample ID: 4010179-06
Prism Work Order: 4010179
Time Collected: 01/10/14 10:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	26	mg/kg dry	8.7	1.8	1	*8015C	1/21/14 12:42	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			102 %		49-124	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	330	mg/kg dry	31	2.7	250	*5030B/8015C	1/18/14 1:17	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			35 %		42-148	DO

General Chemistry Parameters

% Solids	80.1	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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Total Metals

Mercury	BRL	mg/kg dry	0.026	0.0089	1	*7471B	2/6/14 15:09	MEH	P4B0070
Arsenic	2.2	mg/kg dry	0.31	0.045	1	*6010C	2/6/14 19:59	BGM	P4B0071
Barium	37	mg/kg dry	0.62	0.031	1	*6010C	2/6/14 19:59	BGM	P4B0071
Cadmium	BRL	mg/kg dry	0.31	0.0030	1	*6010C	2/6/14 19:59	BGM	P4B0071
Chromium	25	mg/kg dry	0.31	0.10	1	*6010C	2/6/14 19:59	BGM	P4B0071
Lead	17	mg/kg dry	0.31	0.036	1	*6010C	2/6/14 19:59	BGM	P4B0071
Selenium	BRL	mg/kg dry	0.62	0.075	1	*6010C	2/6/14 19:59	BGM	P4B0071
Silver	BRL	mg/kg dry	0.31	0.0050	1	*6010C	2/6/14 19:59	BGM	P4B0071

Volatile Organic Compounds by GC/MS

1,1,1,2-Tetrachloroethane	BRL	mg/kg dry	0.29	0.040	50	8260B	1/20/14 12:52	MSC	P4A0274
1,1,1-Trichloroethane	BRL	mg/kg dry	0.29	0.10	50	8260B	1/20/14 12:52	MSC	P4A0274
1,1,2,2-Tetrachloroethane	BRL	mg/kg dry	0.29	0.080	50	8260B	1/20/14 12:52	MSC	P4A0274
1,1,2-Trichloroethane	BRL	mg/kg dry	0.29	0.038	50	8260B	1/20/14 12:52	MSC	P4A0274
1,1-Dichloroethane	BRL	mg/kg dry	0.29	0.072	50	8260B	1/20/14 12:52	MSC	P4A0274
1,1-Dichloroethylene	BRL	mg/kg dry	0.29	0.12	50	8260B	1/20/14 12:52	MSC	P4A0274
1,1-Dichloropropylene	BRL	mg/kg dry	0.29	0.11	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2,3-Trichlorobenzene	BRL	mg/kg dry	0.58	0.043	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2,3-Trichloropropane	BRL	mg/kg dry	0.29	0.033	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2,4-Trichlorobenzene	BRL	mg/kg dry	0.58	0.050	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2,4-Trimethylbenzene	0.48	mg/kg dry	0.29	0.069	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2-Dibromo-3-chloropropane	BRL	mg/kg dry	0.58	0.071	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2-Dibromoethane	BRL	mg/kg dry	0.29	0.027	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2-Dichlorobenzene	BRL	mg/kg dry	0.29	0.062	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2-Dichloroethane	BRL	mg/kg dry	0.29	0.043	50	8260B	1/20/14 12:52	MSC	P4A0274
1,2-Dichloropropane	BRL	mg/kg dry	0.29	0.048	50	8260B	1/20/14 12:52	MSC	P4A0274
1,3,5-Trimethylbenzene	0.20 J	mg/kg dry	0.29	0.095	50	8260B	1/20/14 12:52	MSC	P4A0274
1,3-Dichlorobenzene	BRL	mg/kg dry	0.29	0.059	50	8260B	1/20/14 12:52	MSC	P4A0274
1,3-Dichloropropane	BRL	mg/kg dry	0.29	0.032	50	8260B	1/20/14 12:52	MSC	P4A0274
1,4-Dichlorobenzene	BRL	mg/kg dry	0.29	0.051	50	8260B	1/20/14 12:52	MSC	P4A0274
2,2-Dichloropropane	BRL	mg/kg dry	0.29	0.11	50	8260B	1/20/14 12:52	MSC	P4A0274

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-10
 Prism Sample ID: 4010179-06
 Prism Work Order: 4010179
 Time Collected: 01/10/14 10:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
2-Chloroethyl Vinyl Ether	BRL CCV	mg/kg dry	0.29	0.042	50	8260B	1/20/14 12:52	MSC	P4A0274
2-Chlorotoluene	BRL	mg/kg dry	0.29	0.078	50	8260B	1/20/14 12:52	MSC	P4A0274
4-Chlorotoluene	BRL	mg/kg dry	0.29	0.060	50	8260B	1/20/14 12:52	MSC	P4A0274
4-Isopropyltoluene	0.13 J	mg/kg dry	0.29	0.11	50	8260B	1/20/14 12:52	MSC	P4A0274
Acetone	BRL CCV	mg/kg dry	1.2	0.041	50	8260B	1/20/14 12:52	MSC	P4A0274
Benzene	BRL	mg/kg dry	0.29	0.071	50	8260B	1/20/14 12:52	MSC	P4A0274
Bromobenzene	BRL	mg/kg dry	0.29	0.058	50	8260B	1/20/14 12:52	MSC	P4A0274
Bromochloromethane	BRL	mg/kg dry	0.29	0.037	50	8260B	1/20/14 12:52	MSC	P4A0274
Bromodichloromethane	BRL	mg/kg dry	0.29	0.055	50	8260B	1/20/14 12:52	MSC	P4A0274
Bromoform	BRL	mg/kg dry	0.29	0.041	50	8260B	1/20/14 12:52	MSC	P4A0274
Bromomethane	BRL	mg/kg dry	0.58	0.15	50	8260B	1/20/14 12:52	MSC	P4A0274
Carbon disulfide	BRL	mg/kg dry	0.29	0.083	50	8260B	1/20/14 12:52	MSC	P4A0274
Carbon Tetrachloride	BRL	mg/kg dry	0.29	0.075	50	8260B	1/20/14 12:52	MSC	P4A0274
Chlorobenzene	BRL	mg/kg dry	0.29	0.048	50	8260B	1/20/14 12:52	MSC	P4A0274
Chloroethane	BRL	mg/kg dry	0.58	0.10	50	8260B	1/20/14 12:52	MSC	P4A0274
Chloroform	BRL	mg/kg dry	0.29	0.067	50	8260B	1/20/14 12:52	MSC	P4A0274
Chloromethane	BRL	mg/kg dry	0.58	0.082	50	8260B	1/20/14 12:52	MSC	P4A0274
cis-1,2-Dichloroethylene	BRL	mg/kg dry	0.29	0.078	50	8260B	1/20/14 12:52	MSC	P4A0274
cis-1,3-Dichloropropylene	BRL	mg/kg dry	0.29	0.054	50	8260B	1/20/14 12:52	MSC	P4A0274
Dibromochloromethane	BRL	mg/kg dry	0.29	0.034	50	8260B	1/20/14 12:52	MSC	P4A0274
Dibromomethane	BRL	mg/kg dry	0.29	0.035	50	8260B	1/20/14 12:52	MSC	P4A0274
Dichlorodifluoromethane	BRL	mg/kg dry	0.58	0.16	50	8260B	1/20/14 12:52	MSC	P4A0274
Ethylbenzene	BRL	mg/kg dry	0.29	0.073	50	8260B	1/20/14 12:52	MSC	P4A0274
Hexachlorobutadiene	BRL	mg/kg dry	0.58	0.15	50	8260B	1/20/14 12:52	MSC	P4A0274
Isopropyl Ether	BRL	mg/kg dry	0.29	0.060	50	8260B	1/20/14 12:52	MSC	P4A0274
Isopropylbenzene (Cumene)	BRL	mg/kg dry	0.29	0.086	50	8260B	1/20/14 12:52	MSC	P4A0274
Methyl Butyl Ketone (2-Hexanone)	BRL CCV	mg/kg dry	1.2	0.042	50	8260B	1/20/14 12:52	MSC	P4A0274
Methyl Ethyl Ketone (2-Butanone)	BRL CCV	mg/kg dry	1.2	0.073	50	8260B	1/20/14 12:52	MSC	P4A0274
Methyl Isobutyl Ketone	BRL	mg/kg dry	1.2	0.043	50	8260B	1/20/14 12:52	MSC	P4A0274
Methylene Chloride	BRL	mg/kg dry	0.29	0.064	50	8260B	1/20/14 12:52	MSC	P4A0274
Methyl-tert-Butyl Ether	BRL	mg/kg dry	0.29	0.031	50	8260B	1/20/14 12:52	MSC	P4A0274
Naphthalene	0.47 J	mg/kg dry	0.58	0.044	50	8260B	1/20/14 12:52	MSC	P4A0274
n-Butylbenzene	0.16 J	mg/kg dry	0.29	0.099	50	8260B	1/20/14 12:52	MSC	P4A0274
n-Propylbenzene	0.13 J	mg/kg dry	0.29	0.085	50	8260B	1/20/14 12:52	MSC	P4A0274
sec-Butylbenzene	BRL	mg/kg dry	0.29	0.11	50	8260B	1/20/14 12:52	MSC	P4A0274
Styrene	BRL	mg/kg dry	0.29	0.045	50	8260B	1/20/14 12:52	MSC	P4A0274
tert-Butylbenzene	BRL	mg/kg dry	0.29	0.093	50	8260B	1/20/14 12:52	MSC	P4A0274
Tetrachloroethylene	BRL	mg/kg dry	0.29	0.089	50	8260B	1/20/14 12:52	MSC	P4A0274
Toluene	BRL	mg/kg dry	0.29	0.080	50	8260B	1/20/14 12:52	MSC	P4A0274
trans-1,2-Dichloroethylene	BRL	mg/kg dry	0.29	0.088	50	8260B	1/20/14 12:52	MSC	P4A0274
trans-1,3-Dichloropropylene	BRL	mg/kg dry	0.29	0.038	50	8260B	1/20/14 12:52	MSC	P4A0274
Trichloroethylene	BRL	mg/kg dry	0.29	0.083	50	8260B	1/20/14 12:52	MSC	P4A0274
Trichlorofluoromethane	BRL	mg/kg dry	0.58	0.18	50	8260B	1/20/14 12:52	MSC	P4A0274

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GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-10
Prism Sample ID: 4010179-06
Prism Work Order: 4010179
Time Collected: 01/10/14 10:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Vinyl chloride	BRL	mg/kg dry	0.58	0.12	50	8260B	1/20/14 12:52	MSC	P4A0274
Xylenes, total	BRL	mg/kg dry	0.88	0.20	50	8260B	1/20/14 12:52	MSC	P4A0274
						Surrogate	Recovery	Control Limits	
						4-Bromofluorobenzene	80 %	70-130	
						Dibromofluoromethane	83 %	70-130	
						Toluene-d8	74 %	70-130	

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-11
Prism Sample ID: 4010179-07
Prism Work Order: 4010179
Time Collected: 01/10/14 11:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Diesel Range Organics by GC/FID									
Diesel Range Organics	3700	mg/kg dry	170	35	20	*8015C	1/21/14 12:05	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			54 %		49-124	
Gasoline Range Organics by GC/FID									
Gasoline Range Organics	7.7	mg/kg dry	5.9	0.50	50	*5030B/8015C	1/17/14 22:51	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			83 %		42-148	
General Chemistry Parameters									
% Solids	81.8	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-5
 Prism Sample ID: 4010179-08
 Prism Work Order: 4010179
 Time Collected: 01/09/14 14:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/kg dry	8.4	1.7	1	*8015C	1/21/14 13:18	JMV	P4A0217
		Surrogate				Recovery		Control Limits	
		o-Terphenyl				95 %		49-124	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	BRL	mg/kg dry	6.4	0.54	50	*5030B/8015C	1/17/14 23:20	ANG	P4A0254
		Surrogate				Recovery		Control Limits	
		a,a,a-Trifluorotoluene				84 %		42-148	

General Chemistry Parameters

% Solids	83.6	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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Polychlorinated Biphenyls (PCBs) by GC/ECD

Aroclor 1016	BRL	mg/kg dry	0.060	0.011	1	8082A	1/18/14 5:46	JMV	P4A0234
Aroclor 1221	BRL	mg/kg dry	0.12	0.048	1	8082A	1/18/14 5:46	JMV	P4A0234
Aroclor 1232	BRL	mg/kg dry	0.12	0.016	1	8082A	1/18/14 5:46	JMV	P4A0234
Aroclor 1242	BRL	mg/kg dry	0.060	0.016	1	8082A	1/18/14 5:46	JMV	P4A0234
Aroclor 1248	BRL	mg/kg dry	0.060	0.012	1	8082A	1/18/14 5:46	JMV	P4A0234
Aroclor 1254	BRL	mg/kg dry	0.060	0.015	1	8082A	1/18/14 5:46	JMV	P4A0234
Aroclor 1260	BRL	mg/kg dry	0.060	0.0082	1	8082A	1/18/14 5:46	JMV	P4A0234
		Surrogate				Recovery		Control Limits	
		Tetrachloro-m-xylene				100 %		36-182	
		Decachlorobiphenyl				81 %		34-182	

Total Metals

Mercury	0.028	mg/kg dry	0.023	0.0077	1	*7471B	1/17/14 15:01	MEH	P4A0221
Arsenic	1.2	mg/kg dry	0.29	0.043	1	*6010C	1/16/14 15:58	BGM	P4A0171
Barium	18	mg/kg dry	0.58	0.029	1	*6010C	1/16/14 15:58	BGM	P4A0171
Cadmium	BRL	mg/kg dry	0.29	0.0028	1	*6010C	1/16/14 15:58	BGM	P4A0171
Chromium	8.1	mg/kg dry	0.29	0.094	1	*6010C	1/16/14 15:58	BGM	P4A0171
Lead	6.7	mg/kg dry	0.29	0.034	1	*6010C	1/16/14 15:58	BGM	P4A0171
Selenium	BRL	mg/kg dry	0.58	0.071	1	*6010C	1/16/14 15:58	BGM	P4A0171
Silver	BRL	mg/kg dry	0.29	0.0047	1	*6010C	1/16/14 15:58	BGM	P4A0171

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-6
Prism Sample ID: 4010179-09
Prism Work Order: 4010179
Time Collected: 01/09/14 15:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	63	mg/kg dry	8.5	1.8	1	*8015C	1/21/14 13:55	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			100 %		49-124	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	460	mg/kg dry	61	5.2	500	*5030B/8015C	1/18/14 2:16	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			30 %		42-148	DO

General Chemistry Parameters

% Solids	82.6	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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Total Metals

Mercury	BRL	mg/kg dry	0.025	0.0085	1	*7471B	1/17/14 15:06	MEH	P4A0221
Arsenic	3.5	mg/kg dry	0.30	0.044	1	*6010C	1/16/14 16:05	BGM	P4A0171
Barium	28	mg/kg dry	0.61	0.030	1	*6010C	1/16/14 16:05	BGM	P4A0171
Cadmium	BRL	mg/kg dry	0.30	0.0029	1	*6010C	1/16/14 16:05	BGM	P4A0171
Chromium	20	mg/kg dry	0.30	0.098	1	*6010C	1/16/14 16:05	BGM	P4A0171
Lead	9.5	mg/kg dry	0.30	0.035	1	*6010C	1/16/14 16:05	BGM	P4A0171
Selenium	BRL	mg/kg dry	0.61	0.073	1	*6010C	1/16/14 16:05	BGM	P4A0171
Silver	BRL	mg/kg dry	0.30	0.0049	1	*6010C	1/16/14 16:05	BGM	P4A0171

Volatile Organic Compounds by GC/MS

1,1,1,2-Tetrachloroethane	BRL	mg/kg dry	0.52	0.072	100	8260B	1/20/14 13:59	MSC	P4A0274
1,1,1-Trichloroethane	BRL	mg/kg dry	0.52	0.19	100	8260B	1/20/14 13:59	MSC	P4A0274
1,1,2,2-Tetrachloroethane	BRL	mg/kg dry	0.52	0.14	100	8260B	1/20/14 13:59	MSC	P4A0274
1,1,2-Trichloroethane	BRL	mg/kg dry	0.52	0.068	100	8260B	1/20/14 13:59	MSC	P4A0274
1,1-Dichloroethane	BRL	mg/kg dry	0.52	0.13	100	8260B	1/20/14 13:59	MSC	P4A0274
1,1-Dichloroethylene	BRL	mg/kg dry	0.52	0.22	100	8260B	1/20/14 13:59	MSC	P4A0274
1,1-Dichloropropylene	BRL	mg/kg dry	0.52	0.20	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2,3-Trichlorobenzene	BRL	mg/kg dry	1.0	0.077	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2,3-Trichloropropane	BRL	mg/kg dry	0.52	0.060	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2,4-Trichlorobenzene	BRL	mg/kg dry	1.0	0.089	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2,4-Trimethylbenzene	8.6	mg/kg dry	0.52	0.12	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2-Dibromo-3-chloropropane	BRL	mg/kg dry	1.0	0.13	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2-Dibromoethane	BRL	mg/kg dry	0.52	0.048	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2-Dichlorobenzene	BRL	mg/kg dry	0.52	0.11	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2-Dichloroethane	BRL	mg/kg dry	0.52	0.076	100	8260B	1/20/14 13:59	MSC	P4A0274
1,2-Dichloropropane	BRL	mg/kg dry	0.52	0.085	100	8260B	1/20/14 13:59	MSC	P4A0274
1,3,5-Trimethylbenzene	2.4	mg/kg dry	0.52	0.17	100	8260B	1/20/14 13:59	MSC	P4A0274
1,3-Dichlorobenzene	BRL	mg/kg dry	0.52	0.11	100	8260B	1/20/14 13:59	MSC	P4A0274
1,3-Dichloropropane	BRL	mg/kg dry	0.52	0.058	100	8260B	1/20/14 13:59	MSC	P4A0274
1,4-Dichlorobenzene	BRL	mg/kg dry	0.52	0.090	100	8260B	1/20/14 13:59	MSC	P4A0274
2,2-Dichloropropane	BRL	mg/kg dry	0.52	0.20	100	8260B	1/20/14 13:59	MSC	P4A0274

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-6
 Prism Sample ID: 4010179-09
 Prism Work Order: 4010179
 Time Collected: 01/09/14 15:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
2-Chloroethyl Vinyl Ether	BRL CCV	mg/kg dry	0.52	0.075	100	8260B	1/20/14 13:59	MSC	P4A0274
2-Chlorotoluene	BRL	mg/kg dry	0.52	0.14	100	8260B	1/20/14 13:59	MSC	P4A0274
4-Chlorotoluene	BRL	mg/kg dry	0.52	0.11	100	8260B	1/20/14 13:59	MSC	P4A0274
4-Isopropyltoluene	1.5	mg/kg dry	0.52	0.20	100	8260B	1/20/14 13:59	MSC	P4A0274
Acetone	BRL CCV	mg/kg dry	2.1	0.074	100	8260B	1/20/14 13:59	MSC	P4A0274
Benzene	BRL	mg/kg dry	0.52	0.13	100	8260B	1/20/14 13:59	MSC	P4A0274
Bromobenzene	BRL	mg/kg dry	0.52	0.10	100	8260B	1/20/14 13:59	MSC	P4A0274
Bromochloromethane	BRL	mg/kg dry	0.52	0.066	100	8260B	1/20/14 13:59	MSC	P4A0274
Bromodichloromethane	BRL	mg/kg dry	0.52	0.098	100	8260B	1/20/14 13:59	MSC	P4A0274
Bromoform	BRL	mg/kg dry	0.52	0.074	100	8260B	1/20/14 13:59	MSC	P4A0274
Bromomethane	BRL	mg/kg dry	1.0	0.27	100	8260B	1/20/14 13:59	MSC	P4A0274
Carbon disulfide	BRL	mg/kg dry	0.52	0.15	100	8260B	1/20/14 13:59	MSC	P4A0274
Carbon Tetrachloride	BRL	mg/kg dry	0.52	0.13	100	8260B	1/20/14 13:59	MSC	P4A0274
Chlorobenzene	BRL	mg/kg dry	0.52	0.086	100	8260B	1/20/14 13:59	MSC	P4A0274
Chloroethane	BRL	mg/kg dry	1.0	0.19	100	8260B	1/20/14 13:59	MSC	P4A0274
Chloroform	BRL	mg/kg dry	0.52	0.12	100	8260B	1/20/14 13:59	MSC	P4A0274
Chloromethane	BRL	mg/kg dry	1.0	0.15	100	8260B	1/20/14 13:59	MSC	P4A0274
cis-1,2-Dichloroethylene	BRL	mg/kg dry	0.52	0.14	100	8260B	1/20/14 13:59	MSC	P4A0274
cis-1,3-Dichloropropylene	BRL	mg/kg dry	0.52	0.095	100	8260B	1/20/14 13:59	MSC	P4A0274
Dibromochloromethane	BRL	mg/kg dry	0.52	0.061	100	8260B	1/20/14 13:59	MSC	P4A0274
Dibromomethane	BRL	mg/kg dry	0.52	0.062	100	8260B	1/20/14 13:59	MSC	P4A0274
Dichlorodifluoromethane	BRL	mg/kg dry	1.0	0.29	100	8260B	1/20/14 13:59	MSC	P4A0274
Ethylbenzene	0.59	mg/kg dry	0.52	0.13	100	8260B	1/20/14 13:59	MSC	P4A0274
Hexachlorobutadiene	BRL	mg/kg dry	1.0	0.26	100	8260B	1/20/14 13:59	MSC	P4A0274
Isopropyl Ether	BRL	mg/kg dry	0.52	0.11	100	8260B	1/20/14 13:59	MSC	P4A0274
Isopropylbenzene (Cumene)	0.72	mg/kg dry	0.52	0.15	100	8260B	1/20/14 13:59	MSC	P4A0274
Methyl Butyl Ketone (2-Hexanone)	BRL CCV	mg/kg dry	2.1	0.075	100	8260B	1/20/14 13:59	MSC	P4A0274
Methyl Ethyl Ketone (2-Butanone)	BRL CCV	mg/kg dry	2.1	0.13	100	8260B	1/20/14 13:59	MSC	P4A0274
Methyl Isobutyl Ketone	BRL	mg/kg dry	2.1	0.076	100	8260B	1/20/14 13:59	MSC	P4A0274
Methylene Chloride	BRL	mg/kg dry	0.52	0.11	100	8260B	1/20/14 13:59	MSC	P4A0274
Methyl-tert-Butyl Ether	BRL	mg/kg dry	0.52	0.056	100	8260B	1/20/14 13:59	MSC	P4A0274
Naphthalene	2.2	mg/kg dry	1.0	0.078	100	8260B	1/20/14 13:59	MSC	P4A0274
n-Butylbenzene	0.80	mg/kg dry	0.52	0.18	100	8260B	1/20/14 13:59	MSC	P4A0274
n-Propylbenzene	1.2	mg/kg dry	0.52	0.15	100	8260B	1/20/14 13:59	MSC	P4A0274
sec-Butylbenzene	BRL	mg/kg dry	0.52	0.20	100	8260B	1/20/14 13:59	MSC	P4A0274
Styrene	BRL	mg/kg dry	0.52	0.081	100	8260B	1/20/14 13:59	MSC	P4A0274
tert-Butylbenzene	BRL	mg/kg dry	0.52	0.17	100	8260B	1/20/14 13:59	MSC	P4A0274
Tetrachloroethylene	BRL	mg/kg dry	0.52	0.16	100	8260B	1/20/14 13:59	MSC	P4A0274
Toluene	BRL	mg/kg dry	0.52	0.14	100	8260B	1/20/14 13:59	MSC	P4A0274
trans-1,2-Dichloroethylene	BRL	mg/kg dry	0.52	0.16	100	8260B	1/20/14 13:59	MSC	P4A0274
trans-1,3-Dichloropropylene	BRL	mg/kg dry	0.52	0.068	100	8260B	1/20/14 13:59	MSC	P4A0274
Trichloroethylene	BRL	mg/kg dry	0.52	0.15	100	8260B	1/20/14 13:59	MSC	P4A0274
Trichlorofluoromethane	BRL	mg/kg dry	1.0	0.32	100	8260B	1/20/14 13:59	MSC	P4A0274

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GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-6
Prism Sample ID: 4010179-09
Prism Work Order: 4010179
Time Collected: 01/09/14 15:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Vinyl chloride	BRL	mg/kg dry	1.0	0.22	100	8260B	1/20/14 13:59	MSC	P4A0274
Xylenes, total	BRL	mg/kg dry	1.6	0.36	100	8260B	1/20/14 13:59	MSC	P4A0274
						Surrogate	Recovery	Control Limits	
						4-Bromofluorobenzene	143 %	70-130 SR	
						Dibromofluoromethane	73 %	70-130	
						Toluene-d8	75 %	70-130	

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-7
Prism Sample ID: 4010179-10
Prism Work Order: 4010179
Time Collected: 01/10/14 14:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	94	mg/kg dry	8.7	1.8	1	*8015C	1/21/14 14:31	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			104 %		49-124	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	BRL	mg/kg dry	6.9	0.58	50	*5030B/8015C	1/20/14 10:38	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			92 %		42-148	

General Chemistry Parameters

% Solids	80.7	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199
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Total Metals

Mercury	BRL	mg/kg dry	0.023	0.0077	1	*7471B	1/17/14 15:20	MEH	P4A0221
Arsenic	3.3	mg/kg dry	0.30	0.044	1	*6010C	1/16/14 16:12	BGM	P4A0171
Barium	16	mg/kg dry	0.61	0.030	1	*6010C	1/16/14 16:12	BGM	P4A0171
Cadmium	0.61	mg/kg dry	0.30	0.0029	1	*6010C	1/16/14 16:12	BGM	P4A0171
Chromium	16	mg/kg dry	0.30	0.098	1	*6010C	1/16/14 16:12	BGM	P4A0171
Lead	5.4	mg/kg dry	0.30	0.036	1	*6010C	1/16/14 16:12	BGM	P4A0171
Selenium	BRL	mg/kg dry	0.61	0.074	1	*6010C	1/16/14 16:12	BGM	P4A0171
Silver	BRL	mg/kg dry	0.30	0.0049	1	*6010C	1/16/14 16:12	BGM	P4A0171

Volatile Organic Compounds by GC/MS

1,1,1,2-Tetrachloroethane	BRL	mg/kg dry	0.29	0.040	50	8260B	1/20/14 13:25	MSC	P4A0274
1,1,1-Trichloroethane	BRL	mg/kg dry	0.29	0.10	50	8260B	1/20/14 13:25	MSC	P4A0274
1,1,2,2-Tetrachloroethane	BRL	mg/kg dry	0.29	0.079	50	8260B	1/20/14 13:25	MSC	P4A0274
1,1,2-Trichloroethane	BRL	mg/kg dry	0.29	0.038	50	8260B	1/20/14 13:25	MSC	P4A0274
1,1-Dichloroethane	BRL	mg/kg dry	0.29	0.071	50	8260B	1/20/14 13:25	MSC	P4A0274
1,1-Dichloroethylene	BRL	mg/kg dry	0.29	0.12	50	8260B	1/20/14 13:25	MSC	P4A0274
1,1-Dichloropropylene	BRL	mg/kg dry	0.29	0.11	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2,3-Trichlorobenzene	BRL	mg/kg dry	0.58	0.043	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2,3-Trichloropropane	BRL	mg/kg dry	0.29	0.033	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2,4-Trichlorobenzene	BRL	mg/kg dry	0.58	0.049	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2,4-Trimethylbenzene	0.61	mg/kg dry	0.29	0.069	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2-Dibromo-3-chloropropane	BRL	mg/kg dry	0.58	0.070	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2-Dibromoethane	BRL	mg/kg dry	0.29	0.026	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2-Dichlorobenzene	BRL	mg/kg dry	0.29	0.061	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2-Dichloroethane	BRL	mg/kg dry	0.29	0.042	50	8260B	1/20/14 13:25	MSC	P4A0274
1,2-Dichloropropane	BRL	mg/kg dry	0.29	0.047	50	8260B	1/20/14 13:25	MSC	P4A0274
1,3,5-Trimethylbenzene	0.13 J	mg/kg dry	0.29	0.094	50	8260B	1/20/14 13:25	MSC	P4A0274
1,3-Dichlorobenzene	BRL	mg/kg dry	0.29	0.058	50	8260B	1/20/14 13:25	MSC	P4A0274
1,3-Dichloropropane	BRL	mg/kg dry	0.29	0.032	50	8260B	1/20/14 13:25	MSC	P4A0274
1,4-Dichlorobenzene	BRL	mg/kg dry	0.29	0.050	50	8260B	1/20/14 13:25	MSC	P4A0274
2,2-Dichloropropane	BRL	mg/kg dry	0.29	0.11	50	8260B	1/20/14 13:25	MSC	P4A0274

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-7
 Prism Sample ID: 4010179-10
 Prism Work Order: 4010179
 Time Collected: 01/10/14 14:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
2-Chloroethyl Vinyl Ether	BRL CCV	mg/kg dry	0.29	0.042	50	8260B	1/20/14 13:25	MSC	P4A0274
2-Chlorotoluene	BRL	mg/kg dry	0.29	0.077	50	8260B	1/20/14 13:25	MSC	P4A0274
4-Chlorotoluene	BRL	mg/kg dry	0.29	0.059	50	8260B	1/20/14 13:25	MSC	P4A0274
4-Isopropyltoluene	0.16 J	mg/kg dry	0.29	0.11	50	8260B	1/20/14 13:25	MSC	P4A0274
Acetone	BRL CCV	mg/kg dry	1.2	0.041	50	8260B	1/20/14 13:25	MSC	P4A0274
Benzene	BRL	mg/kg dry	0.29	0.070	50	8260B	1/20/14 13:25	MSC	P4A0274
Bromobenzene	BRL	mg/kg dry	0.29	0.057	50	8260B	1/20/14 13:25	MSC	P4A0274
Bromochloromethane	BRL	mg/kg dry	0.29	0.036	50	8260B	1/20/14 13:25	MSC	P4A0274
Bromodichloromethane	BRL	mg/kg dry	0.29	0.054	50	8260B	1/20/14 13:25	MSC	P4A0274
Bromoform	BRL	mg/kg dry	0.29	0.041	50	8260B	1/20/14 13:25	MSC	P4A0274
Bromomethane	BRL	mg/kg dry	0.58	0.15	50	8260B	1/20/14 13:25	MSC	P4A0274
Carbon disulfide	BRL	mg/kg dry	0.29	0.082	50	8260B	1/20/14 13:25	MSC	P4A0274
Carbon Tetrachloride	BRL	mg/kg dry	0.29	0.074	50	8260B	1/20/14 13:25	MSC	P4A0274
Chlorobenzene	BRL	mg/kg dry	0.29	0.048	50	8260B	1/20/14 13:25	MSC	P4A0274
Chloroethane	BRL	mg/kg dry	0.58	0.10	50	8260B	1/20/14 13:25	MSC	P4A0274
Chloroform	BRL	mg/kg dry	0.29	0.066	50	8260B	1/20/14 13:25	MSC	P4A0274
Chloromethane	BRL	mg/kg dry	0.58	0.081	50	8260B	1/20/14 13:25	MSC	P4A0274
cis-1,2-Dichloroethylene	BRL	mg/kg dry	0.29	0.077	50	8260B	1/20/14 13:25	MSC	P4A0274
cis-1,3-Dichloropropylene	BRL	mg/kg dry	0.29	0.053	50	8260B	1/20/14 13:25	MSC	P4A0274
Dibromochloromethane	BRL	mg/kg dry	0.29	0.034	50	8260B	1/20/14 13:25	MSC	P4A0274
Dibromomethane	BRL	mg/kg dry	0.29	0.034	50	8260B	1/20/14 13:25	MSC	P4A0274
Dichlorodifluoromethane	BRL	mg/kg dry	0.58	0.16	50	8260B	1/20/14 13:25	MSC	P4A0274
Ethylbenzene	BRL	mg/kg dry	0.29	0.073	50	8260B	1/20/14 13:25	MSC	P4A0274
Hexachlorobutadiene	BRL	mg/kg dry	0.58	0.15	50	8260B	1/20/14 13:25	MSC	P4A0274
Isopropyl Ether	BRL	mg/kg dry	0.29	0.060	50	8260B	1/20/14 13:25	MSC	P4A0274
Isopropylbenzene (Cumene)	BRL	mg/kg dry	0.29	0.085	50	8260B	1/20/14 13:25	MSC	P4A0274
Methyl Butyl Ketone (2-Hexanone)	BRL CCV	mg/kg dry	1.2	0.042	50	8260B	1/20/14 13:25	MSC	P4A0274
Methyl Ethyl Ketone (2-Butanone)	BRL CCV	mg/kg dry	1.2	0.072	50	8260B	1/20/14 13:25	MSC	P4A0274
Methyl Isobutyl Ketone	BRL	mg/kg dry	1.2	0.042	50	8260B	1/20/14 13:25	MSC	P4A0274
Methylene Chloride	BRL	mg/kg dry	0.29	0.064	50	8260B	1/20/14 13:25	MSC	P4A0274
Methyl-tert-Butyl Ether	BRL	mg/kg dry	0.29	0.031	50	8260B	1/20/14 13:25	MSC	P4A0274
Naphthalene	0.46 J	mg/kg dry	0.58	0.043	50	8260B	1/20/14 13:25	MSC	P4A0274
n-Butylbenzene	0.15 J	mg/kg dry	0.29	0.098	50	8260B	1/20/14 13:25	MSC	P4A0274
n-Propylbenzene	0.16 J	mg/kg dry	0.29	0.084	50	8260B	1/20/14 13:25	MSC	P4A0274
sec-Butylbenzene	BRL	mg/kg dry	0.29	0.11	50	8260B	1/20/14 13:25	MSC	P4A0274
Styrene	BRL	mg/kg dry	0.29	0.045	50	8260B	1/20/14 13:25	MSC	P4A0274
tert-Butylbenzene	BRL	mg/kg dry	0.29	0.092	50	8260B	1/20/14 13:25	MSC	P4A0274
Tetrachloroethylene	BRL	mg/kg dry	0.29	0.088	50	8260B	1/20/14 13:25	MSC	P4A0274
Toluene	BRL	mg/kg dry	0.29	0.079	50	8260B	1/20/14 13:25	MSC	P4A0274
trans-1,2-Dichloroethylene	BRL	mg/kg dry	0.29	0.087	50	8260B	1/20/14 13:25	MSC	P4A0274
trans-1,3-Dichloropropylene	BRL	mg/kg dry	0.29	0.038	50	8260B	1/20/14 13:25	MSC	P4A0274
Trichloroethylene	BRL	mg/kg dry	0.29	0.082	50	8260B	1/20/14 13:25	MSC	P4A0274
Trichlorofluoromethane	BRL	mg/kg dry	0.58	0.18	50	8260B	1/20/14 13:25	MSC	P4A0274

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GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-7
Prism Sample ID: 4010179-10
Prism Work Order: 4010179
Time Collected: 01/10/14 14:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Vinyl chloride	BRL	mg/kg dry	0.58	0.12	50	8260B	1/20/14 13:25	MSC	P4A0274
Xylenes, total	BRL	mg/kg dry	0.87	0.20	50	8260B	1/20/14 13:25	MSC	P4A0274
						Surrogate	Recovery	Control Limits	
						4-Bromofluorobenzene	86 %	70-130	
						Dibromofluoromethane	85 %	70-130	
						Toluene-d8	79 %	70-130	

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Sample Matrix: Solid

Client Sample ID: B-8
Prism Sample ID: 4010179-11
Prism Work Order: 4010179
Time Collected: 01/10/14 15:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Diesel Range Organics by GC/FID									
Diesel Range Organics	36	mg/kg dry	8.7	1.8	1	*8015C	1/21/14 15:05	JMV	P4A0217
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			102 %		49-124	
Gasoline Range Organics by GC/FID									
Gasoline Range Organics	41	mg/kg dry	6.6	0.56	50	*5030B/8015C	1/17/14 23:50	ANG	P4A0254
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			94 %		42-148	
General Chemistry Parameters									
% Solids	80.5	% by Weight	0.100	0.100	1	*SM2540 G	1/15/14 16:02	JAB	P4A0199

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
 Time Submitted: 1/14/2014 8:45:00AM

Volatile Organic Compounds by GC/MS - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0274 - 5030B Soil										
Blank (P4A0274-BLK1)										
Prepared & Analyzed: 01/20/14										
1,1,1,2-Tetrachloroethane	BRL	0.25	mg/kg wet							
1,1,1-Trichloroethane	BRL	0.25	mg/kg wet							
1,1,1,2,2-Tetrachloroethane	BRL	0.25	mg/kg wet							
1,1,2-Trichloroethane	BRL	0.25	mg/kg wet							
1,1-Dichloroethane	BRL	0.25	mg/kg wet							
1,1-Dichloroethylene	BRL	0.25	mg/kg wet							
1,1-Dichloropropylene	BRL	0.25	mg/kg wet							
1,2,3-Trichlorobenzene	BRL	0.50	mg/kg wet							
1,2,3-Trichloropropane	BRL	0.25	mg/kg wet							
1,2,4-Trichlorobenzene	BRL	0.50	mg/kg wet							
1,2,4-Trimethylbenzene	BRL	0.25	mg/kg wet							
1,2-Dibromo-3-chloropropane	BRL	0.50	mg/kg wet							
1,2-Dibromoethane	BRL	0.25	mg/kg wet							
1,2-Dichlorobenzene	BRL	0.25	mg/kg wet							
1,2-Dichloroethane	BRL	0.25	mg/kg wet							
1,2-Dichloropropane	BRL	0.25	mg/kg wet							
1,3,5-Trimethylbenzene	BRL	0.25	mg/kg wet							
1,3-Dichlorobenzene	BRL	0.25	mg/kg wet							
1,3-Dichloropropane	BRL	0.25	mg/kg wet							
1,4-Dichlorobenzene	BRL	0.25	mg/kg wet							
2,2-Dichloropropane	BRL	0.25	mg/kg wet							
2-Chloroethyl Vinyl Ether	BRL	0.25	mg/kg wet							
2-Chlorotoluene	BRL	0.25	mg/kg wet							
4-Chlorotoluene	BRL	0.25	mg/kg wet							
4-Isopropyltoluene	BRL	0.25	mg/kg wet							
Acetone	BRL	1.0	mg/kg wet							
Benzene	BRL	0.25	mg/kg wet							
Bromobenzene	BRL	0.25	mg/kg wet							
Bromochloromethane	BRL	0.25	mg/kg wet							
Bromodichloromethane	BRL	0.25	mg/kg wet							
Bromoform	BRL	0.25	mg/kg wet							
Bromomethane	BRL	0.50	mg/kg wet							
Carbon disulfide	BRL	0.25	mg/kg wet							
Carbon Tetrachloride	BRL	0.25	mg/kg wet							
Chlorobenzene	BRL	0.25	mg/kg wet							
Chloroethane	BRL	0.50	mg/kg wet							
Chloroform	BRL	0.25	mg/kg wet							
Chloromethane	BRL	0.50	mg/kg wet							
cis-1,2-Dichloroethylene	BRL	0.25	mg/kg wet							
cis-1,3-Dichloropropylene	BRL	0.25	mg/kg wet							
Dibromochloromethane	BRL	0.25	mg/kg wet							
Dibromomethane	BRL	0.25	mg/kg wet							
Dichlorodifluoromethane	BRL	0.50	mg/kg wet							
Ethylbenzene	BRL	0.25	mg/kg wet							
Hexachlorobutadiene	BRL	0.50	mg/kg wet							
Isopropyl Ether	BRL	0.25	mg/kg wet							

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GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
Time Submitted: 1/14/2014 8:45:00AM

Volatile Organic Compounds by GC/MS - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0274 - 5030B Soil										
Blank (P4A0274-BLK1)										
Prepared & Analyzed: 01/20/14										
Isopropylbenzene (Cumene)	BRL	0.25	mg/kg wet							
Methyl Butyl Ketone (2-Hexanone)	BRL	1.0	mg/kg wet							
Methyl Ethyl Ketone (2-Butanone)	BRL	1.0	mg/kg wet							
Methyl Isobutyl Ketone	BRL	1.0	mg/kg wet							
Methylene Chloride	BRL	0.25	mg/kg wet							
Methyl-tert-Butyl Ether	BRL	0.25	mg/kg wet							
Naphthalene	BRL	0.50	mg/kg wet							
n-Butylbenzene	BRL	0.25	mg/kg wet							
n-Propylbenzene	BRL	0.25	mg/kg wet							
sec-Butylbenzene	BRL	0.25	mg/kg wet							
Styrene	BRL	0.25	mg/kg wet							
tert-Butylbenzene	BRL	0.25	mg/kg wet							
Tetrachloroethylene	BRL	0.25	mg/kg wet							
Toluene	BRL	0.25	mg/kg wet							
trans-1,2-Dichloroethylene	BRL	0.25	mg/kg wet							
trans-1,3-Dichloropropylene	BRL	0.25	mg/kg wet							
Trichloroethylene	BRL	0.25	mg/kg wet							
Trichlorofluoromethane	BRL	0.50	mg/kg wet							
Vinyl chloride	BRL	0.50	mg/kg wet							
Xylenes, total	BRL	0.75	mg/kg wet							
Surrogate: 4-Bromofluorobenzene	0.947		mg/kg wet	1.000		95	70-130			
Surrogate: Dibromofluoromethane	1.03		mg/kg wet	1.000		103	70-130			
Surrogate: Toluene-d8	0.906		mg/kg wet	1.000		91	70-130			
LCS (P4A0274-BS1)										
Prepared & Analyzed: 01/20/14										
1,1-Dichloroethylene	1.06	0.25	mg/kg wet	1.000		106	70-130			
Benzene	1.03	0.25	mg/kg wet	1.000		103	70-130			
Chlorobenzene	0.980	0.25	mg/kg wet	1.000		98	70-130			
Toluene	1.06	0.25	mg/kg wet	1.000		106	70-130			
Trichloroethylene	1.01	0.25	mg/kg wet	1.000		101	70-130			
Xylenes, total	3.15	0.75	mg/kg wet	3.000		105	70-130			
Surrogate: 4-Bromofluorobenzene	0.846		mg/kg wet	1.000		85	70-130			
Surrogate: Dibromofluoromethane	1.00		mg/kg wet	1.000		100	70-130			
Surrogate: Toluene-d8	0.898		mg/kg wet	1.000		90	70-130			



GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
Time Submitted: 1/14/2014 8:45:00AM

Volatile Organic Compounds by GC/MS - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
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Batch P4A0274 - 5030B Soil

LCS Dup (P4A0274-BSD1)

Prepared & Analyzed: 01/20/14

1,1-Dichloroethylene	1.01	0.25	mg/kg wet	1.000		101	70-130	6	20	
Benzene	0.988	0.25	mg/kg wet	1.000		99	70-130	4	20	
Chlorobenzene	0.944	0.25	mg/kg wet	1.000		94	70-130	4	20	
Toluene	0.996	0.25	mg/kg wet	1.000		100	70-130	6	20	
Trichloroethylene	0.999	0.25	mg/kg wet	1.000		100	70-130	0.7	20	
Xylenes, total	2.99	0.75	mg/kg wet	3.000		100	70-130	5	20	
<i>Surrogate: 4-Bromofluorobenzene</i>	<i>0.834</i>		<i>mg/kg wet</i>	<i>1.000</i>		<i>83</i>	<i>70-130</i>			
<i>Surrogate: Dibromofluoromethane</i>	<i>0.942</i>		<i>mg/kg wet</i>	<i>1.000</i>		<i>94</i>	<i>70-130</i>			
<i>Surrogate: Toluene-d8</i>	<i>0.844</i>		<i>mg/kg wet</i>	<i>1.000</i>		<i>84</i>	<i>70-130</i>			

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
 Time Submitted: 1/14/2014 8:45:00AM

Polychlorinated Biphenyls (PCBs) by GC/ECD - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0234 - 3550C GC										
Blank (P4A0234-BLK1)										
					Prepared: 01/16/14 Analyzed: 01/17/14					
Aroclor 1016	BRL	0.050	mg/kg wet							
Aroclor 1221	BRL	0.10	mg/kg wet							
Aroclor 1232	BRL	0.10	mg/kg wet							
Aroclor 1242	BRL	0.050	mg/kg wet							
Aroclor 1248	BRL	0.050	mg/kg wet							
Aroclor 1254	BRL	0.050	mg/kg wet							
Aroclor 1260	BRL	0.050	mg/kg wet							
Surrogate: Tetrachloro-m-xylene	0.0343		mg/kg wet	0.03327		103	36-182			
Surrogate: Decachlorobiphenyl	0.0259		mg/kg wet	0.03327		78	34-182			
LCS (P4A0234-BS1)										
					Prepared & Analyzed: 01/17/14					
Aroclor 1016	0.284	0.050	mg/kg wet	0.3328		85	64-151			
Aroclor 1260	0.275	0.050	mg/kg wet	0.3328		83	45-166			
Surrogate: Tetrachloro-m-xylene	0.0356		mg/kg wet	0.03328		107	36-182			
Surrogate: Decachlorobiphenyl	0.0283		mg/kg wet	0.03328		85	34-182			
LCS Dup (P4A0234-BSD1)										
					Prepared & Analyzed: 01/17/14					
Aroclor 1016	0.282	0.050	mg/kg wet	0.3329		85	64-151	0.6	50	
Aroclor 1260	0.273	0.050	mg/kg wet	0.3329		82	45-166	0.7	50	
Surrogate: Tetrachloro-m-xylene	0.0346		mg/kg wet	0.03329		104	36-182			
Surrogate: Decachlorobiphenyl	0.0276		mg/kg wet	0.03329		83	34-182			

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
 Time Submitted: 1/14/2014 8:45:00AM

Gasoline Range Organics by GC/FID - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0254 - 5030B Soil										
Blank (P4A0254-BLK1)				Prepared & Analyzed: 01/17/14						
Gasoline Range Organics	BRL	5.0	mg/kg wet							
Surrogate: a,a,a-Trifluorotoluene	4.30		mg/kg wet	5.000		86	42-148			
LCS (P4A0254-BS1)				Prepared & Analyzed: 01/17/14						
Gasoline Range Organics	55.8	5.0	mg/kg wet	50.00		112	41-138			
Surrogate: a,a,a-Trifluorotoluene	5.05		mg/kg wet	5.000		101	42-148			
LCS Dup (P4A0254-BSD1)				Prepared & Analyzed: 01/17/14						
Gasoline Range Organics	58.8	5.0	mg/kg wet	50.00		118	41-138	5	20	
Surrogate: a,a,a-Trifluorotoluene	5.00		mg/kg wet	5.000		100	42-148			
Matrix Spike (P4A0254-MS1)				Source: 4010179-01		Prepared & Analyzed: 01/17/14				
Gasoline Range Organics	60.8	5.9	mg/kg dry	58.77	BRL	104	41-138			
Surrogate: a,a,a-Trifluorotoluene	6.11		mg/kg dry	5.877		104	42-148			
Matrix Spike Dup (P4A0254-MSD1)				Source: 4010179-01		Prepared & Analyzed: 01/17/14				
Gasoline Range Organics	67.4	6.0	mg/kg dry	59.58	BRL	113	41-138	10	34	
Surrogate: a,a,a-Trifluorotoluene	6.08		mg/kg dry	5.958		102	42-148			



GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
Time Submitted: 1/14/2014 8:45:00AM

Diesel Range Organics by GC/FID - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0217 - 3545A										
Blank (P4A0217-BLK1)										
					Prepared: 01/16/14 Analyzed: 01/20/14					
Diesel Range Organics	BRL	7.0	mg/kg wet							
Surrogate: o-Terphenyl	1.46		mg/kg wet	1.600		91	49-124			
LCS (P4A0217-BS1)										
					Prepared: 01/16/14 Analyzed: 01/20/14					
Diesel Range Organics	60.6	7.0	mg/kg wet	80.00		76	55-109			
Surrogate: o-Terphenyl	1.41		mg/kg wet	1.600		88	49-124			
LCS Dup (P4A0217-BSD1)										
					Prepared: 01/16/14 Analyzed: 01/20/14					
Diesel Range Organics	79.0	7.0	mg/kg wet	80.00		99	55-109	26	20	D
Surrogate: o-Terphenyl	1.46		mg/kg wet	1.600		91	49-124			



GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
Time Submitted: 1/14/2014 8:45:00AM

Total Metals - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
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Batch P4A0171 - 3050B

Blank (P4A0171-BLK1) Prepared: 01/15/14 Analyzed: 01/16/14

Arsenic	BRL	0.25	mg/kg wet							
Barium	BRL	0.50	mg/kg wet							
Cadmium	BRL	0.25	mg/kg wet							
Chromium	BRL	0.25	mg/kg wet							
Lead	BRL	0.25	mg/kg wet							
Selenium	BRL	0.50	mg/kg wet							
Silver	BRL	0.25	mg/kg wet							

LCS (P4A0171-BS1)

Prepared: 01/15/14 Analyzed: 01/16/14

Arsenic	23.5	0.25	mg/kg wet	24.88		94	80-120			
Barium	24.0	0.50	mg/kg wet	24.88		96	80-120			
Cadmium	23.2	0.25	mg/kg wet	24.88		93	80-120			
Chromium	24.4	0.25	mg/kg wet	24.88		98	80-120			
Lead	23.3	0.25	mg/kg wet	24.88		94	80-120			
Selenium	22.7	0.50	mg/kg wet	24.88		91	80-120			
Silver	23.5	0.25	mg/kg wet	24.88		94	80-120			

Batch P4A0221 - 7471B

Blank (P4A0221-BLK1) Prepared: 01/16/14 Analyzed: 01/17/14

Mercury	BRL	0.021	mg/kg wet							
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LCS (P4A0221-BS1)

Prepared: 01/16/14 Analyzed: 01/17/14

Mercury	0.489	0.020	mg/kg wet	0.4167		117	80-120			
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Matrix Spike (P4A0221-MS1)

Source: 4010179-02

Prepared: 01/16/14 Analyzed: 01/17/14

Mercury	0.615	0.026	mg/kg dry	0.5362	BRL	115	80-120			
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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
 Time Submitted: 1/14/2014 8:45:00AM

Total Metals - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
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Batch P4A0221 - 7471B

Matrix Spike Dup (P4A0221-MSD1)		Source: 4010179-02		Prepared: 01/16/14		Analyzed: 01/17/14				
Mercury	0.680	0.028	mg/kg dry	0.5937	BRL	115	80-120	10	20	

Batch P4B0070 - 7471B

Blank (P4B0070-BLK1)				Prepared & Analyzed: 02/06/14						
Mercury	BRL	0.019	mg/kg wet							

LCS (P4B0070-BS1)				Prepared & Analyzed: 02/06/14						
Mercury	0.492	0.021	mg/kg wet	0.4464		110	80-120			

Matrix Spike (P4B0070-MS1)		Source: 4010179-06		Prepared & Analyzed: 02/06/14						
Mercury	0.419	0.023	mg/kg dry	0.4877	BRL	86	80-120			

Matrix Spike Dup (P4B0070-MSD1)		Source: 4010179-06		Prepared & Analyzed: 02/06/14						
Mercury	0.459	0.025	mg/kg dry	0.5290	BRL	87	80-120	9	20	

Batch P4B0071 - 3050B

Blank (P4B0071-BLK1)				Prepared & Analyzed: 02/06/14						
Arsenic	BRL	0.25	mg/kg wet							
Barium	BRL	0.51	mg/kg wet							
Cadmium	BRL	0.25	mg/kg wet							
Chromium	BRL	0.25	mg/kg wet							
Lead	BRL	0.25	mg/kg wet							
Selenium	BRL	0.51	mg/kg wet							
Silver	BRL	0.25	mg/kg wet							



GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
Time Submitted: 1/14/2014 8:45:00AM

Total Metals - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
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Batch P4B0071 - 3050B

LCS (P4B0071-BS1)

Prepared & Analyzed: 02/06/14

Arsenic	25.3	0.25	mg/kg wet	24.63		103	80-120			
Barium	25.7	0.49	mg/kg wet	24.63		104	80-120			
Cadmium	25.1	0.25	mg/kg wet	24.63		102	80-120			
Chromium	26.2	0.25	mg/kg wet	24.63		106	80-120			
Lead	25.1	0.25	mg/kg wet	24.63		102	80-120			
Selenium	25.1	0.49	mg/kg wet	24.63		102	80-120			
Silver	24.6	0.25	mg/kg wet	24.63		100	80-120			



GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: 309 W. Wash St.

Prism Work Order: 4010179
Time Submitted: 1/14/2014 8:45:00AM

General Chemistry Parameters - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0199 - NO PREP										
Blank (P4A0199-BLK1)	Prepared & Analyzed: 01/15/14									
% Solids	100	0.100	% by Weight							
Duplicate (P4A0199-DUP1)	Source: 4010179-01 Prepared & Analyzed: 01/15/14									
% Solids	81.6	0.100	% by Weight		81.8			0.2	20	
Duplicate (P4A0199-DUP2)	Source: 4010179-02 Prepared & Analyzed: 01/15/14									
% Solids	74.7	0.100	% by Weight		75.2			0.7	20	
Duplicate (P4A0199-DUP3)	Source: 4010179-03 Prepared & Analyzed: 01/15/14									
% Solids	84.6	0.100	% by Weight		84.8			0.2	20	
Duplicate (P4A0199-DUP4)	Source: 4010179-04 Prepared & Analyzed: 01/15/14									
% Solids	79.5	0.100	% by Weight		79.2			0.4	20	
Duplicate (P4A0199-DUP5)	Source: 4010179-05 Prepared & Analyzed: 01/15/14									
% Solids	80.9	0.100	% by Weight		79.2			2	20	

Sample Extraction Data

Prep Method: 3545A

Lab Number	Batch	Initial	Final	Date/Time
4010179-01	P4A0217	25.01 g	1 mL	01/16/14 9:50
4010179-02	P4A0217	25 g	1 mL	01/16/14 9:50
4010179-03	P4A0217	25.06 g	1 mL	01/16/14 9:50
4010179-04	P4A0217	25.08 g	1 mL	01/16/14 9:50
4010179-05	P4A0217	25.01 g	1 mL	01/16/14 9:50
4010179-06	P4A0217	25 g	1 mL	01/16/14 9:50
4010179-07	P4A0217	25.05 g	1 mL	01/16/14 9:50
4010179-08	P4A0217	25.01 g	1 mL	01/16/14 9:50
4010179-09	P4A0217	25.01 g	1 mL	01/16/14 9:50
4010179-10	P4A0217	25.02 g	1 mL	01/16/14 9:50
4010179-11	P4A0217	25.04 g	1 mL	01/16/14 9:50

Prep Method: 5030B Soil

Lab Number	Batch	Initial	Final	Date/Time
4010179-01	P4A0254	4.56 g	5 mL	01/17/14 16:14
4010179-02	P4A0254	5.62 g	5 mL	01/17/14 16:14
4010179-03	P4A0254	5.05 g	5 mL	01/17/14 16:14
4010179-05	P4A0254	4.53 g	5 mL	01/17/14 16:14
4010179-06	P4A0254	4.98 g	5 mL	01/17/14 16:14
4010179-07	P4A0254	5.14 g	5 mL	01/17/14 16:14
4010179-08	P4A0254	4.66 g	5 mL	01/17/14 16:14
4010179-09	P4A0254	4.95 g	5 mL	01/17/14 16:14
4010179-10	P4A0254	4.52 g	5 mL	01/17/14 16:14
4010179-11	P4A0254	4.72 g	5 mL	01/17/14 16:14

Prep Method: 3550C GC

Lab Number	Batch	Initial	Final	Date/Time
4010179-04	P4A0234	30.06 g	10 mL	01/17/14 9:45
4010179-08	P4A0234	30.05 g	10 mL	01/17/14 9:45

Prep Method: 3050B

Lab Number	Batch	Initial	Final	Date/Time
4010179-02	P4A0171	1.99 g	50 mL	01/15/14 9:18
4010179-06	P4B0071	2.01 g	50 mL	02/06/14 8:40
4010179-08	P4A0171	2.05 g	50 mL	01/15/14 9:18
4010179-09	P4A0171	2 g	50 mL	01/15/14 9:18
4010179-10	P4A0171	2.04 g	50 mL	01/15/14 9:18

Prep Method: 7471B

Lab Number	Batch	Initial	Final	Date/Time
4010179-02	P4A0221	0.65 g	50 mL	01/16/14 14:00
4010179-06	P4B0070	0.57 g	50 mL	02/06/14 10:20
4010179-08	P4A0221	0.63 g	50 mL	01/16/14 14:00
4010179-09	P4A0221	0.58 g	50 mL	01/16/14 14:00
4010179-10	P4A0221	0.65 g	50 mL	01/16/14 14:00

Prep Method: 5030B Soil

Lab Number	Batch	Initial	Final	Date/Time
4010179-06	P4A0274	5.35 g	5 mL	01/20/14 9:11
4010179-09	P4A0274	5.82 g	5 mL	01/20/14 9:11
4010179-10	P4A0274	5.37 g	5 mL	01/20/14 9:11

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Full Service Analytical & Environmental Solutions

449 Springbrook Road • P. O. Box 240543 • Charlotte, NC 28224-0543
 Phone: 704/529-6364 • Fax: 704/529-0409

Client Company Name: GET Delmarva, Inc

Report To/Contact Name: Chris Hall

Reporting Address: Va Bond VA 23412

Phone: _____ Fax (Yes) (No): _____

Email (Y) (N) Email Address: chris.hall@getdelmarva.com

EDD Type: PDF Excel Other

Site Location Name: West Wash State St

Site Location Physical Address: 309 W. Wash St

CHAIN OF CUSTODY RECORD

PAGE 1 OF 2 QUOTE # TO ENSURE PROPER BILLING: _____

Project Name: 309 W. Wash St

Short Hold Analysis: (Yes) (No) UST Project: (Yes) (No)

*Please ATTACH any project specific reporting (QC LEVEL I, III, III IV) provisions and/or QC Requirements

Invoice To: GET

Address: _____

Purchase Order No./Billing Reference: VB13-1022

Requested Due Date: 1 Day 2 Days 3 Days 4 Days 5 Days

"Working Days": 6-9 Days Standard 10 days

Samples received after 15:00 will be processed next business day. Turnaround time is based on business days, excluding weekends and holidays.

(SEE REVERSE FOR TERMS & CONDITIONS REGARDING SERVICES RENDERED BY PRISM LABORATORIES, INC. TO CLIENT)

LAB USE ONLY

Samples INTACT upon arrival? 18 YES NO N/A
 Received ON WET ICE? Temp 14 YES NO N/A
 PROPER PRESERVATIVES indicated? YES NO N/A
 Received WITHIN HOLDING TIMES? YES NO N/A
 CUSTODY SEALS INTACT? YES NO N/A
 VOLATILES rec'd W/OUT HEADSPACE? YES NO N/A
 PROPER CONTAINERS used? YES NO N/A

TO BE FILLED IN BY CLIENT/SAMPLING PERSONNEL

Certification: NELAC USACE FL NC
 Water Chlorinated: YES NO
 Sample Iced Upon Collection: YES NO

CLIENT SAMPLE DESCRIPTION	DATE COLLECTED	TIME COLLECTED MILITARY HOURS	MATRIX (SOIL, WATER OR SLUDGE)	SAMPLE CONTAINER			PRESERVATIVES	ANALYSES REQUESTED	REMARKS	PRISM LAB ID NO.
				TYPE	NO.	SIZE				
B-1	1-9-14	0900	Soil	G	2	4oz	Iu	TPH, DRO, metals, PCB's, VOC's		01
B-2	1-9-14	0945	Soil	G	3	4oz	Iu			02
B-3	1-9-14	1030	Soil	G	2	4oz	Iu			03
B-4	1-9-14	1130	Soil	G	2	4oz	Iu			04
B-9	1-10-14	930	Soil	G	2	4oz	Iu			05
B-10	1-10-14	1030	Soil	G	4	4oz	Iu			06
B-11	1-10-14	1130	Soil	G	2	4oz	Iu			07

PRESS DOWN FIRMLY - 3 COPIES

Sampler's Signature: [Signature]

Sampled By (Print Name): Chris Hall

Affiliation: _____

Upon relinquishing, this Chain of Custody is your authorization for Prism to proceed with the analyses as requested above. Any changes must be submitted in writing to the Prism Project Manager. There will be charges for any changes after analyses have been initialized.

Relinquished By: (Signature) _____

Received By: (Signature) _____

Received By: (Signature) _____

Date: 1/14/14

Military/Hours: 0845

Additional Comments: _____

Relinquished By: (Signature) _____

Received By: (Signature) _____

Received By: (Signature) _____

Date: 1/14/14

Military/Hours: 0845

Additional Comments: _____

Relinquished By: (Signature) _____

Received By: (Signature) _____

Received By: (Signature) _____

Date: 1/14/14

Military/Hours: 0845

Additional Comments: _____

Method of Shipment: UPS NOTE: ALL SAMPLE COOLERS SHOULD BE TAPED SHUT WITH CUSTODY SEALS FOR TRANSPORTATION TO THE LABORATORY. SAMPLES ARE NOT ACCEPTED AND VERIFIED AGAINST COC UNTIL RECEIVED AT THE LABORATORY.

Fed Ex _____ Hand-delivered _____ Prism Field Service _____ Other _____

Groundwater: _____

Drinking Water: _____

Solid Waste: _____

RCRA: _____

CERCLA: _____

Landfill: _____

Other: _____

SEE REVERSE FOR TERMS & CONDITIONS

ORIGINAL

01/21/2014

GET Solutions, Inc.
Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: W. Washington St.

Lab Submittal Date: 01/14/2014
Prism Work Order: 4010178

This data package contains the analytical results for the project identified above and includes a Case Narrative, Sample Results and Chain of Custody. Unless otherwise noted, all samples were received in acceptable condition and processed according to the referenced methods.

Data qualifiers are flagged individually on each sample. A key reference for the data qualifiers appears at the end of this case narrative.

Please call if you have any questions relating to this analytical report.

Respectfully,

PRISM LABORATORIES, INC.



Angela D. Overcash
VP Laboratory Services



Reviewed By Angela D. Overcash
VP Laboratory Services

Data Qualifiers Key Reference:

- J Detected but below the Reporting Limit; therefore, result is an estimated concentration (CLP J-Flag).
- SE Surrogate recovery outside the QC limits due to emulsion.
- BRL Below Reporting Limit
- MDL Method Detection Limit
- RPD Relative Percent Difference
- * Results reported to the reporting limit. All other results are reported to the MDL with values between MDL and reporting limit indicated with a J.

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Client Sample ID	Lab Sample ID	Matrix	Date Sampled	Date Received
B-2	4010178-01	Water	01/09/14	01/14/14
B-4	4010178-02	Water	01/09/14	01/14/14
B-6	4010178-03	Water	01/09/14	01/14/14
B-10	4010178-04	Water	01/10/14	01/14/14

Samples were received in good condition at 1.4 degrees C unless otherwise noted.

Prism ID	Client ID	Parameter	Method	Result	Units
4010178-01	B-2	Arsenic	*6010C	0.022	mg/L
4010178-01	B-2	Barium	*6010C	0.19	mg/L
4010178-01	B-2	Cadmium	*6010C	0.0030	mg/L
4010178-01	B-2	Chromium	*6010C	0.082	mg/L
4010178-01	B-2	Lead	*6010C	0.075	mg/L
4010178-02	B-4	1,2,4-Trimethylbenzene	8260B	1.0	ug/L
4010178-02	B-4	Methyl-tert-Butyl Ether	8260B	17	ug/L
4010178-02	B-4	Naphthalene	8260B	0.56	J ug/L
4010178-02	B-4	Toluene	8260B	1.5	ug/L
4010178-03	B-6	Gasoline Range Organics	*8015C	1.7	mg/L
4010178-03	B-6	Arsenic	*6010C	0.022	mg/L
4010178-03	B-6	Barium	*6010C	0.17	mg/L
4010178-03	B-6	Cadmium	*6010C	0.0022	mg/L
4010178-03	B-6	Chromium	*6010C	0.065	mg/L
4010178-03	B-6	Lead	*6010C	0.023	mg/L
4010178-03	B-6	1,2,4-Trimethylbenzene	8260B	89	ug/L
4010178-03	B-6	1,3,5-Trimethylbenzene	8260B	14	ug/L
4010178-03	B-6	4-Isopropyltoluene	8260B	6.2	ug/L
4010178-03	B-6	Ethylbenzene	8260B	10	ug/L
4010178-03	B-6	Isopropylbenzene (Cumene)	8260B	5.8	ug/L
4010178-03	B-6	Naphthalene	8260B	32	ug/L
4010178-03	B-6	n-Butylbenzene	8260B	2.3	ug/L
4010178-03	B-6	n-Propylbenzene	8260B	8.0	ug/L
4010178-03	B-6	sec-Butylbenzene	8260B	2.5	ug/L
4010178-03	B-6	tert-Butylbenzene	8260B	0.51	J ug/L
4010178-03	B-6	Toluene	8260B	1.3	ug/L
4010178-04	B-10	Gasoline Range Organics	*8015C	0.48	mg/L
4010178-04	B-10	Mercury	*7470A	0.00066	mg/L
4010178-04	B-10	Arsenic	*6010C	0.55	mg/L
4010178-04	B-10	Barium	*6010C	1.5	mg/L
4010178-04	B-10	Cadmium	*6010C	0.056	mg/L
4010178-04	B-10	Chromium	*6010C	1.9	mg/L
4010178-04	B-10	Lead	*6010C	0.69	mg/L
4010178-04	B-10	Silver	*6010C	0.0099	mg/L
4010178-04	B-10	1,2,4-Trimethylbenzene	8260B	4.6	ug/L
4010178-04	B-10	1,3,5-Trimethylbenzene	8260B	0.84	J ug/L
4010178-04	B-10	4-Isopropyltoluene	8260B	0.87	J ug/L
4010178-04	B-10	Naphthalene	8260B	4.4	ug/L
4010178-04	B-10	n-Propylbenzene	8260B	0.65	J ug/L

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-2
 Prism Sample ID: 4010178-01
 Prism Work Order: 4010178
 Time Collected: 01/09/14 14:45
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/L	1.2	0.050	1	*8015C	1/16/14 18:30	JMV	P4A0159
			Surrogate				Recovery		Control Limits
			o-Terphenyl				72 %		50-144

Gasoline Range Organics by GC/FID

Gasoline Range Organics	BRL	mg/L	0.20	0.017	1	*8015C	1/16/14 2:33	ANG	P4A0193
			Surrogate				Recovery		Control Limits
			a,a,a-Trifluorotoluene				91 %		57-132

Total Metals

Mercury	BRL	mg/L	0.00020	0.000041	1	*7470A	1/17/14 12:38	MEH	P4A0216
Arsenic	0.022	mg/L	0.010	0.0016	1	*6010C	1/16/14 12:17	BGM	P4A0174
Barium	0.19	mg/L	0.010	0.0031	1	*6010C	1/16/14 12:17	BGM	P4A0174
Cadmium	0.0030	mg/L	0.0010	0.000039	1	*6010C	1/16/14 12:17	BGM	P4A0174
Chromium	0.082	mg/L	0.0050	0.00036	1	*6010C	1/16/14 12:17	BGM	P4A0174
Lead	0.075	mg/L	0.0050	0.00039	1	*6010C	1/16/14 12:17	BGM	P4A0174
Selenium	BRL	mg/L	0.020	0.0037	1	*6010C	1/16/14 12:17	BGM	P4A0174
Silver	BRL	mg/L	0.0050	0.00012	1	*6010C	1/16/14 12:17	BGM	P4A0174

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-4
 Prism Sample ID: 4010178-02
 Prism Work Order: 4010178
 Time Collected: 01/09/14 15:45
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/L	1.1	0.048	1	*8015C	1/16/14 19:07	JMV	P4A0159
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			71 %		50-144	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	BRL	mg/L	0.20	0.017	1	*8015C	1/16/14 3:02	ANG	P4A0193
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			92 %		57-132	

Polychlorinated Biphenyls (PCBs) by GC/ECD

Aroclor 1016	BRL	ug/L	0.62	0.20	1	8082A	1/16/14 2:53	JMV	P4A0149
Aroclor 1221	BRL	ug/L	1.2	0.14	1	8082A	1/16/14 2:53	JMV	P4A0149
Aroclor 1232	BRL	ug/L	0.62	0.20	1	8082A	1/16/14 2:53	JMV	P4A0149
Aroclor 1242	BRL	ug/L	0.62	0.18	1	8082A	1/16/14 2:53	JMV	P4A0149
Aroclor 1248	BRL	ug/L	0.62	0.18	1	8082A	1/16/14 2:53	JMV	P4A0149
Aroclor 1254	BRL	ug/L	0.62	0.20	1	8082A	1/16/14 2:53	JMV	P4A0149
Aroclor 1260	BRL	ug/L	0.62	0.18	1	8082A	1/16/14 2:53	JMV	P4A0149
			Surrogate			Recovery		Control Limits	
			Tetrachloro-m-xylene			75 %		30-161	
			Decachlorobiphenyl			66 %		32-178	

Volatile Organic Compounds by GC/MS

1,1,1,2-Tetrachloroethane	BRL	ug/L	1.0	0.15	1	8260B	1/15/14 13:07	VHL	P4A0201
1,1,1-Trichloroethane	BRL	ug/L	1.0	0.063	1	8260B	1/15/14 13:07	VHL	P4A0201
1,1,2,2-Tetrachloroethane	BRL	ug/L	1.0	0.071	1	8260B	1/15/14 13:07	VHL	P4A0201
1,1,2-Trichloroethane	BRL	ug/L	1.0	0.17	1	8260B	1/15/14 13:07	VHL	P4A0201
1,1-Dichloroethane	BRL	ug/L	1.0	0.096	1	8260B	1/15/14 13:07	VHL	P4A0201
1,1-Dichloroethylene	BRL	ug/L	1.0	0.078	1	8260B	1/15/14 13:07	VHL	P4A0201
1,1-Dichloropropylene	BRL	ug/L	1.0	0.061	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2,3-Trichlorobenzene	BRL	ug/L	2.0	0.20	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2,3-Trichloropropane	BRL	ug/L	1.0	0.081	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2,4-Trichlorobenzene	BRL	ug/L	1.0	0.10	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2,4-Trimethylbenzene	1.0	ug/L	1.0	0.048	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2-Dibromo-3-chloropropane	BRL	ug/L	2.0	0.59	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2-Dibromoethane	BRL	ug/L	1.0	0.14	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2-Dichlorobenzene	BRL	ug/L	1.0	0.076	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2-Dichloroethane	BRL	ug/L	1.0	0.14	1	8260B	1/15/14 13:07	VHL	P4A0201
1,2-Dichloropropane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:07	VHL	P4A0201
1,3,5-Trimethylbenzene	BRL	ug/L	1.0	0.057	1	8260B	1/15/14 13:07	VHL	P4A0201
1,3-Dichlorobenzene	BRL	ug/L	1.0	0.074	1	8260B	1/15/14 13:07	VHL	P4A0201
1,3-Dichloropropane	BRL	ug/L	1.0	0.11	1	8260B	1/15/14 13:07	VHL	P4A0201
1,4-Dichlorobenzene	BRL	ug/L	1.0	0.068	1	8260B	1/15/14 13:07	VHL	P4A0201
2,2-Dichloropropane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:07	VHL	P4A0201
2-Chloroethyl Vinyl Ether	BRL	ug/L	2.0	0.22	1	8260B	1/15/14 13:07	VHL	P4A0201

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-4
 Prism Sample ID: 4010178-02
 Prism Work Order: 4010178
 Time Collected: 01/09/14 15:45
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
2-Chlorotoluene	BRL	ug/L	1.0	0.038	1	8260B	1/15/14 13:07	VHL	P4A0201
4-Chlorotoluene	BRL	ug/L	1.0	0.053	1	8260B	1/15/14 13:07	VHL	P4A0201
4-Isopropyltoluene	BRL	ug/L	1.0	0.065	1	8260B	1/15/14 13:07	VHL	P4A0201
Acetone	BRL	ug/L	10	0.62	1	8260B	1/15/14 13:07	VHL	P4A0201
Acrolein	BRL	ug/L	100	1.1	1	8260B	1/15/14 13:07	VHL	P4A0201
Acrylonitrile	BRL	ug/L	100	0.86	1	8260B	1/15/14 13:07	VHL	P4A0201
Benzene	BRL	ug/L	1.0	0.072	1	8260B	1/15/14 13:07	VHL	P4A0201
Bromobenzene	BRL	ug/L	1.0	0.064	1	8260B	1/15/14 13:07	VHL	P4A0201
Bromochloromethane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:07	VHL	P4A0201
Bromodichloromethane	BRL	ug/L	1.0	0.062	1	8260B	1/15/14 13:07	VHL	P4A0201
Bromoform	BRL	ug/L	1.0	0.27	1	8260B	1/15/14 13:07	VHL	P4A0201
Bromomethane	BRL	ug/L	3.0	0.47	1	8260B	1/15/14 13:07	VHL	P4A0201
Carbon disulfide	BRL	ug/L	5.0	1.4	1	8260B	1/15/14 13:07	VHL	P4A0201
Carbon Tetrachloride	BRL	ug/L	2.0	0.12	1	8260B	1/15/14 13:07	VHL	P4A0201
Chlorobenzene	BRL	ug/L	1.0	0.061	1	8260B	1/15/14 13:07	VHL	P4A0201
Chloroethane	BRL	ug/L	5.0	0.13	1	8260B	1/15/14 13:07	VHL	P4A0201
Chloroform	BRL	ug/L	1.0	0.089	1	8260B	1/15/14 13:07	VHL	P4A0201
Chloromethane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:07	VHL	P4A0201
cis-1,2-Dichloroethylene	BRL	ug/L	1.0	0.076	1	8260B	1/15/14 13:07	VHL	P4A0201
cis-1,3-Dichloropropylene	BRL	ug/L	1.0	0.10	1	8260B	1/15/14 13:07	VHL	P4A0201
Dibromochloromethane	BRL	ug/L	1.0	0.30	1	8260B	1/15/14 13:07	VHL	P4A0201
Dibromomethane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:07	VHL	P4A0201
Dichlorodifluoromethane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:07	VHL	P4A0201
Ethylbenzene	BRL	ug/L	1.0	0.067	1	8260B	1/15/14 13:07	VHL	P4A0201
Hexachlorobutadiene	BRL	ug/L	2.0	0.36	1	8260B	1/15/14 13:07	VHL	P4A0201
Isopropyl Ether	BRL	ug/L	1.0	0.043	1	8260B	1/15/14 13:07	VHL	P4A0201
Isopropylbenzene (Cumene)	BRL	ug/L	1.0	0.072	1	8260B	1/15/14 13:07	VHL	P4A0201
Methyl Butyl Ketone (2-Hexanone)	BRL	ug/L	5.0	0.19	1	8260B	1/15/14 13:07	VHL	P4A0201
Methyl Ethyl Ketone (2-Butanone)	BRL	ug/L	5.0	0.90	1	8260B	1/15/14 13:07	VHL	P4A0201
Methyl Isobutyl Ketone	BRL	ug/L	5.0	0.12	1	8260B	1/15/14 13:07	VHL	P4A0201
Methylene Chloride	BRL	ug/L	2.0	0.44	1	8260B	1/15/14 13:07	VHL	P4A0201
Methyl-tert-Butyl Ether	17	ug/L	1.0	0.070	1	8260B	1/15/14 13:07	VHL	P4A0201
Naphthalene	0.56 J	ug/L	1.0	0.098	1	8260B	1/15/14 13:07	VHL	P4A0201
n-Butylbenzene	BRL	ug/L	1.0	0.11	1	8260B	1/15/14 13:07	VHL	P4A0201
n-Propylbenzene	BRL	ug/L	1.0	0.060	1	8260B	1/15/14 13:07	VHL	P4A0201
sec-Butylbenzene	BRL	ug/L	1.0	0.087	1	8260B	1/15/14 13:07	VHL	P4A0201
Styrene	BRL	ug/L	1.0	0.047	1	8260B	1/15/14 13:07	VHL	P4A0201
tert-Butylbenzene	BRL	ug/L	1.0	0.080	1	8260B	1/15/14 13:07	VHL	P4A0201
Tetrachloroethylene	BRL	ug/L	1.0	0.069	1	8260B	1/15/14 13:07	VHL	P4A0201
Toluene	1.5	ug/L	1.0	0.042	1	8260B	1/15/14 13:07	VHL	P4A0201
trans-1,2-Dichloroethylene	BRL	ug/L	2.0	0.12	1	8260B	1/15/14 13:07	VHL	P4A0201
trans-1,3-Dichloropropylene	BRL	ug/L	1.0	0.043	1	8260B	1/15/14 13:07	VHL	P4A0201
Trichloroethylene	BRL	ug/L	2.0	0.054	1	8260B	1/15/14 13:07	VHL	P4A0201

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-4
 Prism Sample ID: 4010178-02
 Prism Work Order: 4010178
 Time Collected: 01/09/14 15:45
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Trichlorofluoromethane	BRL	ug/L	2.0	0.088	1	8260B	1/15/14 13:07	VHL	P4A0201
Vinyl acetate	BRL	ug/L	20	0.10	1	8260B	1/15/14 13:07	VHL	P4A0201
Vinyl chloride	BRL	ug/L	2.0	0.16	1	8260B	1/15/14 13:07	VHL	P4A0201
						Surrogate	Recovery	Control Limits	
						4-Bromofluorobenzene	117 %	80-124	
						Dibromofluoromethane	107 %	75-129	
						Toluene-d8	113 %	77-123	

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-6
Prism Sample ID: 4010178-03
Prism Work Order: 4010178
Time Collected: 01/09/14 17:30
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/L	1.4	0.060	1	*8015C	1/17/14 8:53	JMV	P4A0159
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			4 %		50-144	SE

Gasoline Range Organics by GC/FID

Gasoline Range Organics	1.7	mg/L	0.20	0.017	1	*8015C	1/16/14 3:31	ANG	P4A0193
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			109 %		57-132	

Total Metals

Mercury	BRL	mg/L	0.00020	0.000041	1	*7470A	1/17/14 12:45	MEH	P4A0216
Arsenic	0.022	mg/L	0.010	0.0016	1	*6010C	1/16/14 12:40	BGM	P4A0174
Barium	0.17	mg/L	0.010	0.0031	1	*6010C	1/16/14 12:40	BGM	P4A0174
Cadmium	0.0022	mg/L	0.0010	0.000039	1	*6010C	1/16/14 12:40	BGM	P4A0174
Chromium	0.065	mg/L	0.0050	0.00036	1	*6010C	1/16/14 12:40	BGM	P4A0174
Lead	0.023	mg/L	0.0050	0.00039	1	*6010C	1/16/14 12:40	BGM	P4A0174
Selenium	BRL	mg/L	0.020	0.0037	1	*6010C	1/16/14 12:40	BGM	P4A0174
Silver	BRL	mg/L	0.0050	0.00012	1	*6010C	1/16/14 12:40	BGM	P4A0174

Volatile Organic Compounds by GC/MS

1,1,1,2-Tetrachloroethane	BRL	ug/L	1.0	0.15	1	8260B	1/15/14 13:32	VHL	P4A0201
1,1,1-Trichloroethane	BRL	ug/L	1.0	0.063	1	8260B	1/15/14 13:32	VHL	P4A0201
1,1,2,2-Tetrachloroethane	BRL	ug/L	1.0	0.071	1	8260B	1/15/14 13:32	VHL	P4A0201
1,1,2-Trichloroethane	BRL	ug/L	1.0	0.17	1	8260B	1/15/14 13:32	VHL	P4A0201
1,1-Dichloroethane	BRL	ug/L	1.0	0.096	1	8260B	1/15/14 13:32	VHL	P4A0201
1,1-Dichloroethylene	BRL	ug/L	1.0	0.078	1	8260B	1/15/14 13:32	VHL	P4A0201
1,1-Dichloropropylene	BRL	ug/L	1.0	0.061	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2,3-Trichlorobenzene	BRL	ug/L	2.0	0.20	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2,3-Trichloropropane	BRL	ug/L	1.0	0.081	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2,4-Trichlorobenzene	BRL	ug/L	1.0	0.10	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2,4-Trimethylbenzene	89	ug/L	1.0	0.048	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2-Dibromo-3-chloropropane	BRL	ug/L	2.0	0.59	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2-Dibromoethane	BRL	ug/L	1.0	0.14	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2-Dichlorobenzene	BRL	ug/L	1.0	0.076	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2-Dichloroethane	BRL	ug/L	1.0	0.14	1	8260B	1/15/14 13:32	VHL	P4A0201
1,2-Dichloropropane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:32	VHL	P4A0201
1,3,5-Trimethylbenzene	14	ug/L	1.0	0.057	1	8260B	1/15/14 13:32	VHL	P4A0201
1,3-Dichlorobenzene	BRL	ug/L	1.0	0.074	1	8260B	1/15/14 13:32	VHL	P4A0201
1,3-Dichloropropane	BRL	ug/L	1.0	0.11	1	8260B	1/15/14 13:32	VHL	P4A0201
1,4-Dichlorobenzene	BRL	ug/L	1.0	0.068	1	8260B	1/15/14 13:32	VHL	P4A0201
2,2-Dichloropropane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:32	VHL	P4A0201
2-Chloroethyl Vinyl Ether	BRL	ug/L	2.0	0.22	1	8260B	1/15/14 13:32	VHL	P4A0201
2-Chlorotoluene	BRL	ug/L	1.0	0.038	1	8260B	1/15/14 13:32	VHL	P4A0201

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-6
 Prism Sample ID: 4010178-03
 Prism Work Order: 4010178
 Time Collected: 01/09/14 17:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
4-Chlorotoluene	BRL	ug/L	1.0	0.053	1	8260B	1/15/14 13:32	VHL	P4A0201
4-Isopropyltoluene	6.2	ug/L	1.0	0.065	1	8260B	1/15/14 13:32	VHL	P4A0201
Acetone	BRL	ug/L	10	0.62	1	8260B	1/15/14 13:32	VHL	P4A0201
Acrolein	BRL	ug/L	100	1.1	1	8260B	1/15/14 13:32	VHL	P4A0201
Acrylonitrile	BRL	ug/L	100	0.86	1	8260B	1/15/14 13:32	VHL	P4A0201
Benzene	BRL	ug/L	1.0	0.072	1	8260B	1/15/14 13:32	VHL	P4A0201
Bromobenzene	BRL	ug/L	1.0	0.064	1	8260B	1/15/14 13:32	VHL	P4A0201
Bromochloromethane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:32	VHL	P4A0201
Bromodichloromethane	BRL	ug/L	1.0	0.062	1	8260B	1/15/14 13:32	VHL	P4A0201
Bromoform	BRL	ug/L	1.0	0.27	1	8260B	1/15/14 13:32	VHL	P4A0201
Bromomethane	BRL	ug/L	3.0	0.47	1	8260B	1/15/14 13:32	VHL	P4A0201
Carbon disulfide	BRL	ug/L	5.0	1.4	1	8260B	1/15/14 13:32	VHL	P4A0201
Carbon Tetrachloride	BRL	ug/L	2.0	0.12	1	8260B	1/15/14 13:32	VHL	P4A0201
Chlorobenzene	BRL	ug/L	1.0	0.061	1	8260B	1/15/14 13:32	VHL	P4A0201
Chloroethane	BRL	ug/L	5.0	0.13	1	8260B	1/15/14 13:32	VHL	P4A0201
Chloroform	BRL	ug/L	1.0	0.089	1	8260B	1/15/14 13:32	VHL	P4A0201
Chloromethane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:32	VHL	P4A0201
cis-1,2-Dichloroethylene	BRL	ug/L	1.0	0.076	1	8260B	1/15/14 13:32	VHL	P4A0201
cis-1,3-Dichloropropylene	BRL	ug/L	1.0	0.10	1	8260B	1/15/14 13:32	VHL	P4A0201
Dibromochloromethane	BRL	ug/L	1.0	0.30	1	8260B	1/15/14 13:32	VHL	P4A0201
Dibromomethane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:32	VHL	P4A0201
Dichlorodifluoromethane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:32	VHL	P4A0201
Ethylbenzene	10	ug/L	1.0	0.067	1	8260B	1/15/14 13:32	VHL	P4A0201
Hexachlorobutadiene	BRL	ug/L	2.0	0.36	1	8260B	1/15/14 13:32	VHL	P4A0201
Isopropyl Ether	BRL	ug/L	1.0	0.043	1	8260B	1/15/14 13:32	VHL	P4A0201
Isopropylbenzene (Cumene)	5.8	ug/L	1.0	0.072	1	8260B	1/15/14 13:32	VHL	P4A0201
Methyl Butyl Ketone (2-Hexanone)	BRL	ug/L	5.0	0.19	1	8260B	1/15/14 13:32	VHL	P4A0201
Methyl Ethyl Ketone (2-Butanone)	BRL	ug/L	5.0	0.90	1	8260B	1/15/14 13:32	VHL	P4A0201
Methyl Isobutyl Ketone	BRL	ug/L	5.0	0.12	1	8260B	1/15/14 13:32	VHL	P4A0201
Methylene Chloride	BRL	ug/L	2.0	0.44	1	8260B	1/15/14 13:32	VHL	P4A0201
Methyl-tert-Butyl Ether	BRL	ug/L	1.0	0.070	1	8260B	1/15/14 13:32	VHL	P4A0201
Naphthalene	32	ug/L	1.0	0.098	1	8260B	1/15/14 13:32	VHL	P4A0201
n-Butylbenzene	2.3	ug/L	1.0	0.11	1	8260B	1/15/14 13:32	VHL	P4A0201
n-Propylbenzene	8.0	ug/L	1.0	0.060	1	8260B	1/15/14 13:32	VHL	P4A0201
sec-Butylbenzene	2.5	ug/L	1.0	0.087	1	8260B	1/15/14 13:32	VHL	P4A0201
Styrene	BRL	ug/L	1.0	0.047	1	8260B	1/15/14 13:32	VHL	P4A0201
tert-Butylbenzene	0.51 J	ug/L	1.0	0.080	1	8260B	1/15/14 13:32	VHL	P4A0201
Tetrachloroethylene	BRL	ug/L	1.0	0.069	1	8260B	1/15/14 13:32	VHL	P4A0201
Toluene	1.3	ug/L	1.0	0.042	1	8260B	1/15/14 13:32	VHL	P4A0201
trans-1,2-Dichloroethylene	BRL	ug/L	2.0	0.12	1	8260B	1/15/14 13:32	VHL	P4A0201
trans-1,3-Dichloropropylene	BRL	ug/L	1.0	0.043	1	8260B	1/15/14 13:32	VHL	P4A0201
Trichloroethylene	BRL	ug/L	2.0	0.054	1	8260B	1/15/14 13:32	VHL	P4A0201
Trichlorofluoromethane	BRL	ug/L	2.0	0.088	1	8260B	1/15/14 13:32	VHL	P4A0201

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-6
 Prism Sample ID: 4010178-03
 Prism Work Order: 4010178
 Time Collected: 01/09/14 17:30
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Vinyl acetate	BRL	ug/L	20	0.10	1	8260B	1/15/14 13:32	VHL	P4A0201
Vinyl chloride	BRL	ug/L	2.0	0.16	1	8260B	1/15/14 13:32	VHL	P4A0201
						Surrogate	Recovery	Control Limits	
						4-Bromofluorobenzene	109 %	80-124	
						Dibromofluoromethane	98 %	75-129	
						Toluene-d8	103 %	77-123	

GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-10
Prism Sample ID: 4010178-04
Prism Work Order: 4010178
Time Collected: 01/10/14 10:15
Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
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Diesel Range Organics by GC/FID

Diesel Range Organics	BRL	mg/L	1.2	0.052	1	*8015C	1/17/14 9:26	JMV	P4A0159
			Surrogate			Recovery		Control Limits	
			o-Terphenyl			74 %		50-144	

Gasoline Range Organics by GC/FID

Gasoline Range Organics	0.48	mg/L	0.20	0.017	1	*8015C	1/16/14 3:59	ANG	P4A0193
			Surrogate			Recovery		Control Limits	
			a,a,a-Trifluorotoluene			97 %		57-132	

Total Metals

Mercury	0.00066	mg/L	0.00020	0.000041	1	*7470A	1/17/14 12:49	MEH	P4A0216
Arsenic	0.55	mg/L	0.010	0.0016	1	*6010C	1/16/14 12:47	BGM	P4A0174
Barium	1.5	mg/L	0.010	0.0031	1	*6010C	1/16/14 12:47	BGM	P4A0174
Cadmium	0.056	mg/L	0.0010	0.000039	1	*6010C	1/16/14 12:47	BGM	P4A0174
Chromium	1.9	mg/L	0.0050	0.00036	1	*6010C	1/16/14 12:47	BGM	P4A0174
Lead	0.69	mg/L	0.0050	0.00039	1	*6010C	1/16/14 12:47	BGM	P4A0174
Selenium	BRL	mg/L	0.020	0.0037	1	*6010C	1/16/14 12:47	BGM	P4A0174
Silver	0.0099	mg/L	0.0050	0.00012	1	*6010C	1/16/14 12:47	BGM	P4A0174

Volatile Organic Compounds by GC/MS

1,1,1,2-Tetrachloroethane	BRL	ug/L	1.0	0.15	1	8260B	1/15/14 13:57	VHL	P4A0201
1,1,1-Trichloroethane	BRL	ug/L	1.0	0.063	1	8260B	1/15/14 13:57	VHL	P4A0201
1,1,2,2-Tetrachloroethane	BRL	ug/L	1.0	0.071	1	8260B	1/15/14 13:57	VHL	P4A0201
1,1,2-Trichloroethane	BRL	ug/L	1.0	0.17	1	8260B	1/15/14 13:57	VHL	P4A0201
1,1-Dichloroethane	BRL	ug/L	1.0	0.096	1	8260B	1/15/14 13:57	VHL	P4A0201
1,1-Dichloroethylene	BRL	ug/L	1.0	0.078	1	8260B	1/15/14 13:57	VHL	P4A0201
1,1-Dichloropropylene	BRL	ug/L	1.0	0.061	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2,3-Trichlorobenzene	BRL	ug/L	2.0	0.20	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2,3-Trichloropropane	BRL	ug/L	1.0	0.081	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2,4-Trichlorobenzene	BRL	ug/L	1.0	0.10	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2,4-Trimethylbenzene	4.6	ug/L	1.0	0.048	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2-Dibromo-3-chloropropane	BRL	ug/L	2.0	0.59	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2-Dibromoethane	BRL	ug/L	1.0	0.14	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2-Dichlorobenzene	BRL	ug/L	1.0	0.076	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2-Dichloroethane	BRL	ug/L	1.0	0.14	1	8260B	1/15/14 13:57	VHL	P4A0201
1,2-Dichloropropane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:57	VHL	P4A0201
1,3,5-Trimethylbenzene	0.84 J	ug/L	1.0	0.057	1	8260B	1/15/14 13:57	VHL	P4A0201
1,3-Dichlorobenzene	BRL	ug/L	1.0	0.074	1	8260B	1/15/14 13:57	VHL	P4A0201
1,3-Dichloropropane	BRL	ug/L	1.0	0.11	1	8260B	1/15/14 13:57	VHL	P4A0201
1,4-Dichlorobenzene	BRL	ug/L	1.0	0.068	1	8260B	1/15/14 13:57	VHL	P4A0201
2,2-Dichloropropane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:57	VHL	P4A0201
2-Chloroethyl Vinyl Ether	BRL	ug/L	2.0	0.22	1	8260B	1/15/14 13:57	VHL	P4A0201
2-Chlorotoluene	BRL	ug/L	1.0	0.038	1	8260B	1/15/14 13:57	VHL	P4A0201

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-10
 Prism Sample ID: 4010178-04
 Prism Work Order: 4010178
 Time Collected: 01/10/14 10:15
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
4-Chlorotoluene	BRL	ug/L	1.0	0.053	1	8260B	1/15/14 13:57	VHL	P4A0201
4-Isopropyltoluene	0.87 J	ug/L	1.0	0.065	1	8260B	1/15/14 13:57	VHL	P4A0201
Acetone	BRL	ug/L	10	0.62	1	8260B	1/15/14 13:57	VHL	P4A0201
Acrolein	BRL	ug/L	100	1.1	1	8260B	1/15/14 13:57	VHL	P4A0201
Acrylonitrile	BRL	ug/L	100	0.86	1	8260B	1/15/14 13:57	VHL	P4A0201
Benzene	BRL	ug/L	1.0	0.072	1	8260B	1/15/14 13:57	VHL	P4A0201
Bromobenzene	BRL	ug/L	1.0	0.064	1	8260B	1/15/14 13:57	VHL	P4A0201
Bromochloromethane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:57	VHL	P4A0201
Bromodichloromethane	BRL	ug/L	1.0	0.062	1	8260B	1/15/14 13:57	VHL	P4A0201
Bromoform	BRL	ug/L	1.0	0.27	1	8260B	1/15/14 13:57	VHL	P4A0201
Bromomethane	BRL	ug/L	3.0	0.47	1	8260B	1/15/14 13:57	VHL	P4A0201
Carbon disulfide	BRL	ug/L	5.0	1.4	1	8260B	1/15/14 13:57	VHL	P4A0201
Carbon Tetrachloride	BRL	ug/L	2.0	0.12	1	8260B	1/15/14 13:57	VHL	P4A0201
Chlorobenzene	BRL	ug/L	1.0	0.061	1	8260B	1/15/14 13:57	VHL	P4A0201
Chloroethane	BRL	ug/L	5.0	0.13	1	8260B	1/15/14 13:57	VHL	P4A0201
Chloroform	BRL	ug/L	1.0	0.089	1	8260B	1/15/14 13:57	VHL	P4A0201
Chloromethane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:57	VHL	P4A0201
cis-1,2-Dichloroethylene	BRL	ug/L	1.0	0.076	1	8260B	1/15/14 13:57	VHL	P4A0201
cis-1,3-Dichloropropylene	BRL	ug/L	1.0	0.10	1	8260B	1/15/14 13:57	VHL	P4A0201
Dibromochloromethane	BRL	ug/L	1.0	0.30	1	8260B	1/15/14 13:57	VHL	P4A0201
Dibromomethane	BRL	ug/L	1.0	0.13	1	8260B	1/15/14 13:57	VHL	P4A0201
Dichlorodifluoromethane	BRL	ug/L	2.0	0.11	1	8260B	1/15/14 13:57	VHL	P4A0201
Ethylbenzene	BRL	ug/L	1.0	0.067	1	8260B	1/15/14 13:57	VHL	P4A0201
Hexachlorobutadiene	BRL	ug/L	2.0	0.36	1	8260B	1/15/14 13:57	VHL	P4A0201
Isopropyl Ether	BRL	ug/L	1.0	0.043	1	8260B	1/15/14 13:57	VHL	P4A0201
Isopropylbenzene (Cumene)	BRL	ug/L	1.0	0.072	1	8260B	1/15/14 13:57	VHL	P4A0201
Methyl Butyl Ketone (2-Hexanone)	BRL	ug/L	5.0	0.19	1	8260B	1/15/14 13:57	VHL	P4A0201
Methyl Ethyl Ketone (2-Butanone)	BRL	ug/L	5.0	0.90	1	8260B	1/15/14 13:57	VHL	P4A0201
Methyl Isobutyl Ketone	BRL	ug/L	5.0	0.12	1	8260B	1/15/14 13:57	VHL	P4A0201
Methylene Chloride	BRL	ug/L	2.0	0.44	1	8260B	1/15/14 13:57	VHL	P4A0201
Methyl-tert-Butyl Ether	BRL	ug/L	1.0	0.070	1	8260B	1/15/14 13:57	VHL	P4A0201
Naphthalene	4.4	ug/L	1.0	0.098	1	8260B	1/15/14 13:57	VHL	P4A0201
n-Butylbenzene	BRL	ug/L	1.0	0.11	1	8260B	1/15/14 13:57	VHL	P4A0201
n-Propylbenzene	0.65 J	ug/L	1.0	0.060	1	8260B	1/15/14 13:57	VHL	P4A0201
sec-Butylbenzene	BRL	ug/L	1.0	0.087	1	8260B	1/15/14 13:57	VHL	P4A0201
Styrene	BRL	ug/L	1.0	0.047	1	8260B	1/15/14 13:57	VHL	P4A0201
tert-Butylbenzene	BRL	ug/L	1.0	0.080	1	8260B	1/15/14 13:57	VHL	P4A0201
Tetrachloroethylene	BRL	ug/L	1.0	0.069	1	8260B	1/15/14 13:57	VHL	P4A0201
Toluene	BRL	ug/L	1.0	0.042	1	8260B	1/15/14 13:57	VHL	P4A0201
trans-1,2-Dichloroethylene	BRL	ug/L	2.0	0.12	1	8260B	1/15/14 13:57	VHL	P4A0201
trans-1,3-Dichloropropylene	BRL	ug/L	1.0	0.043	1	8260B	1/15/14 13:57	VHL	P4A0201
Trichloroethylene	BRL	ug/L	2.0	0.054	1	8260B	1/15/14 13:57	VHL	P4A0201
Trichlorofluoromethane	BRL	ug/L	2.0	0.088	1	8260B	1/15/14 13:57	VHL	P4A0201

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GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Sample Matrix: Water

Client Sample ID: B-10
 Prism Sample ID: 4010178-04
 Prism Work Order: 4010178
 Time Collected: 01/10/14 10:15
 Time Submitted: 01/14/14 08:45

Parameter	Result	Units	Report Limit	MDL	Dilution Factor	Method	Analysis Date/Time	Analyst	Batch ID
Vinyl acetate	BRL	ug/L	20	0.10	1	8260B	1/15/14 13:57	VHL	P4A0201
Vinyl chloride	BRL	ug/L	2.0	0.16	1	8260B	1/15/14 13:57	VHL	P4A0201
						Surrogate	Recovery	Control Limits	
						4-Bromofluorobenzene	113 %	80-124	
						Dibromofluoromethane	105 %	75-129	
						Toluene-d8	111 %	77-123	

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Prism Work Order: 4010178
 Time Submitted: 1/14/2014 8:45:00AM

Volatile Organic Compounds by GC/MS - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0201 - 5030B										
Blank (P4A0201-BLK1)										
Prepared & Analyzed: 01/15/14										
1,1,1,2-Tetrachloroethane	BRL	1.0	ug/L							
1,1,1-Trichloroethane	BRL	1.0	ug/L							
1,1,2,2-Tetrachloroethane	BRL	1.0	ug/L							
1,1,2-Trichloroethane	BRL	1.0	ug/L							
1,1-Dichloroethane	BRL	1.0	ug/L							
1,1-Dichloroethylene	BRL	1.0	ug/L							
1,1-Dichloropropylene	BRL	1.0	ug/L							
1,2,3-Trichlorobenzene	BRL	2.0	ug/L							
1,2,3-Trichloropropane	BRL	1.0	ug/L							
1,2,4-Trichlorobenzene	BRL	1.0	ug/L							
1,2,4-Trimethylbenzene	BRL	1.0	ug/L							
1,2-Dibromo-3-chloropropane	BRL	2.0	ug/L							
1,2-Dibromoethane	BRL	1.0	ug/L							
1,2-Dichlorobenzene	BRL	1.0	ug/L							
1,2-Dichloroethane	BRL	1.0	ug/L							
1,2-Dichloropropane	BRL	1.0	ug/L							
1,3,5-Trimethylbenzene	BRL	1.0	ug/L							
1,3-Dichlorobenzene	BRL	1.0	ug/L							
1,3-Dichloropropane	BRL	1.0	ug/L							
1,4-Dichlorobenzene	BRL	1.0	ug/L							
2,2-Dichloropropane	BRL	2.0	ug/L							
2-Chloroethyl Vinyl Ether	BRL	2.0	ug/L							
2-Chlorotoluene	BRL	1.0	ug/L							
4-Chlorotoluene	BRL	1.0	ug/L							
4-Isopropyltoluene	BRL	1.0	ug/L							
Acetone	BRL	10	ug/L							
Acrolein	BRL	100	ug/L							
Acrylonitrile	BRL	100	ug/L							
Benzene	BRL	1.0	ug/L							
Bromobenzene	BRL	1.0	ug/L							
Bromochloromethane	BRL	1.0	ug/L							
Bromodichloromethane	BRL	1.0	ug/L							
Bromoform	BRL	1.0	ug/L							
Bromomethane	BRL	3.0	ug/L							
Carbon disulfide	BRL	5.0	ug/L							
Carbon Tetrachloride	BRL	2.0	ug/L							
Chlorobenzene	BRL	1.0	ug/L							
Chloroethane	BRL	5.0	ug/L							
Chloroform	BRL	1.0	ug/L							
Chloromethane	BRL	2.0	ug/L							
cis-1,2-Dichloroethylene	BRL	1.0	ug/L							
cis-1,3-Dichloropropylene	BRL	1.0	ug/L							
Dibromochloromethane	BRL	1.0	ug/L							
Dibromomethane	BRL	1.0	ug/L							
Dichlorodifluoromethane	BRL	2.0	ug/L							
Ethylbenzene	BRL	1.0	ug/L							

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GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: W. Washington St.

Prism Work Order: 4010178
Time Submitted: 1/14/2014 8:45:00AM

Volatile Organic Compounds by GC/MS - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0201 - 5030B										
Blank (P4A0201-BLK1)										
Prepared & Analyzed: 01/15/14										
Hexachlorobutadiene	BRL	2.0	ug/L							
Isopropyl Ether	BRL	1.0	ug/L							
Isopropylbenzene (Cumene)	BRL	1.0	ug/L							
m,p-Xylenes	BRL	2.0	ug/L							
Methyl Butyl Ketone (2-Hexanone)	BRL	5.0	ug/L							
Methyl Ethyl Ketone (2-Butanone)	BRL	5.0	ug/L							
Methyl Isobutyl Ketone	BRL	5.0	ug/L							
Methylene Chloride	BRL	2.0	ug/L							
Methyl-tert-Butyl Ether	BRL	1.0	ug/L							
Naphthalene	BRL	1.0	ug/L							
n-Butylbenzene	BRL	1.0	ug/L							
n-Propylbenzene	BRL	1.0	ug/L							
o-Xylene	BRL	1.0	ug/L							
sec-Butylbenzene	BRL	1.0	ug/L							
Styrene	BRL	1.0	ug/L							
tert-Butylbenzene	BRL	1.0	ug/L							
Tetrachloroethylene	BRL	1.0	ug/L							
Toluene	BRL	1.0	ug/L							
trans-1,2-Dichloroethylene	BRL	2.0	ug/L							
trans-1,3-Dichloropropylene	BRL	1.0	ug/L							
Trichloroethylene	BRL	2.0	ug/L							
Trichlorofluoromethane	BRL	2.0	ug/L							
Vinyl acetate	BRL	20	ug/L							
Vinyl chloride	BRL	2.0	ug/L							
Surrogate: 4-Bromofluorobenzene	60.5		ug/L	50.00		121	80-124			
Surrogate: Dibromofluoromethane	53.4		ug/L	50.00		107	75-129			
Surrogate: Toluene-d8	58.1		ug/L	50.00		116	77-123			

GET Solutions, Inc.
 Attn: Chris Hahn
 204 Grayson Road
 Virginia Beach, VA 23462

Project: W. Washington St.

Prism Work Order: 4010178
 Time Submitted: 1/14/2014 8:45:00AM

Volatile Organic Compounds by GC/MS - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0201 - 5030B										
LCS (P4A0201-BS1)										
Prepared & Analyzed: 01/15/14										
1,1-Dichloroethylene	18.0	1.0	ug/L	20.00		90	70-154			
Benzene	19.1	1.0	ug/L	20.00		96	77-128			
Chlorobenzene	19.9	1.0	ug/L	20.00		100	78-119			
Toluene	20.1	1.0	ug/L	20.00		100	76-131			
Trichloroethylene	18.6	2.0	ug/L	20.00		93	77-133			
<i>Surrogate: 4-Bromofluorobenzene</i>	54.9		ug/L	50.00		110	80-124			
<i>Surrogate: Dibromofluoromethane</i>	51.9		ug/L	50.00		104	75-129			
<i>Surrogate: Toluene-d8</i>	54.6		ug/L	50.00		109	77-123			
LCS Dup (P4A0201-BSD1)										
Prepared & Analyzed: 01/15/14										
1,1-Dichloroethylene	20.6	1.0	ug/L	20.00		103	70-154	14	20	
Benzene	20.4	1.0	ug/L	20.00		102	77-128	7	20	
Chlorobenzene	20.9	1.0	ug/L	20.00		104	78-119	5	20	
Toluene	21.6	1.0	ug/L	20.00		108	76-131	7	20	
Trichloroethylene	20.6	2.0	ug/L	20.00		103	77-133	10	20	
<i>Surrogate: 4-Bromofluorobenzene</i>	54.6		ug/L	50.00		109	80-124			
<i>Surrogate: Dibromofluoromethane</i>	52.2		ug/L	50.00		104	75-129			
<i>Surrogate: Toluene-d8</i>	53.6		ug/L	50.00		107	77-123			



GET Solutions, Inc.
Attn: Chris Hahn
204 Grayson Road
Virginia Beach, VA 23462

Project: W. Washington St.

Prism Work Order: 4010178
Time Submitted: 1/14/2014 8:45:00AM

Polychlorinated Biphenyls (PCBs) by GC/ECD - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0149 - 3510C GC										
Blank (P4A0149-BLK1)										
					Prepared: 01/14/14 Analyzed: 01/16/14					
Aroclor 1016	BRL	0.50	ug/L							
Aroclor 1221	BRL	1.0	ug/L							
Aroclor 1232	BRL	0.50	ug/L							
Aroclor 1242	BRL	0.50	ug/L							
Aroclor 1248	BRL	0.50	ug/L							
Aroclor 1254	BRL	0.50	ug/L							
Aroclor 1260	BRL	0.50	ug/L							
Surrogate: Tetrachloro-m-xylene	0.910		ug/L	1.000		91	30-161			
Surrogate: Decachlorobiphenyl	0.770		ug/L	1.000		77	32-178			
LCS (P4A0149-BS1)										
					Prepared: 01/14/14 Analyzed: 01/16/14					
Aroclor 1016	8.15	0.50	ug/L	10.00		82	50-114			
Aroclor 1260	8.11	0.50	ug/L	10.00		81	10-127			
Surrogate: Tetrachloro-m-xylene	0.900		ug/L	1.000		90	30-161			
Surrogate: Decachlorobiphenyl	0.790		ug/L	1.000		79	32-178			
LCS Dup (P4A0149-BSD1)										
					Prepared: 01/14/14 Analyzed: 01/16/14					
Aroclor 1016	8.94	0.50	ug/L	10.00		89	50-114	9	50	
Aroclor 1260	8.29	0.50	ug/L	10.00		83	10-127	2	50	
Surrogate: Tetrachloro-m-xylene	1.04		ug/L	1.000		104	30-161			
Surrogate: Decachlorobiphenyl	0.790		ug/L	1.000		79	32-178			

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Gasoline Range Organics by GC/FID - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0193 - 5030B										
Blank (P4A0193-BLK1)										
				Prepared: 01/15/14 Analyzed: 01/16/14						
Gasoline Range Organics	BRL	0.10	mg/L							
Surrogate: a,a,a-Trifluorotoluene	0.0410		mg/L	0.05000		82	57-132			
LCS (P4A0193-BS1)										
				Prepared & Analyzed: 01/15/14						
Gasoline Range Organics	0.516	0.10	mg/L	0.5000		103	60-138			
Surrogate: a,a,a-Trifluorotoluene	0.0465		mg/L	0.05000		93	57-132			
LCS Dup (P4A0193-BSD1)										
				Prepared & Analyzed: 01/15/14						
Gasoline Range Organics	0.578	0.10	mg/L	0.5000		116	60-138	11	20	
Surrogate: a,a,a-Trifluorotoluene	0.0450		mg/L	0.05000		90	57-132			



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204 Grayson Road
Virginia Beach, VA 23462

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Diesel Range Organics by GC/FID - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0159 - 3510C GC										
Blank (P4A0159-BLK1)				Prepared: 01/14/14 Analyzed: 01/16/14						
Diesel Range Organics	BRL	1.0	mg/L							
Surrogate: o-Terphenyl	0.0382		mg/L	0.04000		96	50-144			
LCS (P4A0159-BS1)				Prepared: 01/14/14 Analyzed: 01/16/14						
Diesel Range Organics	2.45	1.0	mg/L	2.000		123	53-135			
Surrogate: o-Terphenyl	0.0554		mg/L	0.04000		138	50-144			
LCS Dup (P4A0159-BSD1)				Prepared: 01/14/14 Analyzed: 01/16/14						
Diesel Range Organics	2.04	1.0	mg/L	2.000		102	53-135	19	20	
Surrogate: o-Terphenyl	0.0517		mg/L	0.04000		129	50-144			



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Total Metals - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0174 - 3010A										
Blank (P4A0174-BLK1)										
Prepared: 01/15/14 Analyzed: 01/16/14										
Arsenic	BRL	0.010	mg/L							
Barium	BRL	0.010	mg/L							
Cadmium	BRL	0.0010	mg/L							
Chromium	BRL	0.0050	mg/L							
Lead	BRL	0.0050	mg/L							
Selenium	BRL	0.020	mg/L							
Silver	BRL	0.0050	mg/L							
LCS (P4A0174-BS1)										
Prepared: 01/15/14 Analyzed: 01/16/14										
Arsenic	0.240	0.010	mg/L	0.2500		96	80-120			
Barium	0.242	0.010	mg/L	0.2500		97	80-120			
Cadmium	0.239	0.0010	mg/L	0.2500		95	80-120			
Chromium	0.243	0.0050	mg/L	0.2500		97	80-120			
Lead	0.239	0.0050	mg/L	0.2500		96	80-120			
Selenium	0.238	0.020	mg/L	0.2500		95	80-120			
Silver	0.238	0.0050	mg/L	0.2500		95	80-120			
Matrix Spike (P4A0174-MS1)										
Source: 4010178-01										
Prepared: 01/15/14 Analyzed: 01/16/14										
Arsenic	0.247	0.010	mg/L	0.2500	0.0217	90	75-125			
Barium	0.444	0.010	mg/L	0.2500	0.187	103	75-125			
Cadmium	0.220	0.0010	mg/L	0.2500	0.00305	87	75-125			
Chromium	0.343	0.0050	mg/L	0.2500	0.0824	104	75-125			
Lead	0.292	0.0050	mg/L	0.2500	0.0749	87	75-125			
Selenium	0.215	0.020	mg/L	0.2500	BRL	86	75-125			
Silver	0.218	0.0050	mg/L	0.2500	BRL	87	75-125			
Matrix Spike Dup (P4A0174-MSD1)										
Source: 4010178-01										
Prepared: 01/15/14 Analyzed: 01/16/14										
Arsenic	0.270	0.010	mg/L	0.2500	0.0217	99	75-125	9	20	
Barium	0.462	0.010	mg/L	0.2500	0.187	110	75-125	4	20	
Cadmium	0.243	0.0010	mg/L	0.2500	0.00305	96	75-125	10	20	
Chromium	0.354	0.0050	mg/L	0.2500	0.0824	109	75-125	3	20	
Lead	0.317	0.0050	mg/L	0.2500	0.0749	97	75-125	8	20	
Selenium	0.238	0.020	mg/L	0.2500	BRL	95	75-125	10	20	
Silver	0.243	0.0050	mg/L	0.2500	BRL	97	75-125	11	20	



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Project: W. Washington St.

Prism Work Order: 4010178
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Total Metals - Quality Control

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
Batch P4A0216 - 7470A										
Blank (P4A0216-BLK1)				Prepared: 01/16/14 Analyzed: 01/17/14						
Mercury	BRL	0.00020	mg/L							
LCS (P4A0216-BS1)				Prepared: 01/16/14 Analyzed: 01/17/14						
Mercury	0.00997	0.00020	mg/L	0.009375		106	80-120			

Sample Extraction Data

Prep Method: 3510C GC

Lab Number	Batch	Initial	Final	Date/Time
4010178-01	P4A0159	840 mL	2 mL	01/14/14 13:30
4010178-02	P4A0159	880 mL	2 mL	01/14/14 13:30
4010178-03	P4A0159	700 mL	2 mL	01/14/14 13:30
4010178-04	P4A0159	800 mL	2 mL	01/14/14 15:00

Prep Method: 5030B

Lab Number	Batch	Initial	Final	Date/Time
4010178-01	P4A0193	5 mL	5 mL	01/15/14 15:50
4010178-02	P4A0193	5 mL	5 mL	01/15/14 15:50
4010178-03	P4A0193	5 mL	5 mL	01/15/14 15:50
4010178-04	P4A0193	5 mL	5 mL	01/15/14 15:50

Prep Method: 3510C GC

Lab Number	Batch	Initial	Final	Date/Time
4010178-02	P4A0149	800 mL	10 mL	01/15/14 8:10

Prep Method: 3010A

Lab Number	Batch	Initial	Final	Date/Time
4010178-01	P4A0174	50 mL	50 mL	01/15/14 8:45
4010178-03	P4A0174	50 mL	50 mL	01/15/14 8:45
4010178-04	P4A0174	50 mL	50 mL	01/15/14 8:45

Prep Method: 7470A

Lab Number	Batch	Initial	Final	Date/Time
4010178-01	P4A0216	20 mL	30 mL	01/16/14 11:30
4010178-03	P4A0216	20 mL	30 mL	01/16/14 11:30
4010178-04	P4A0216	20 mL	30 mL	01/16/14 11:30

Prep Method: 5030B

Lab Number	Batch	Initial	Final	Date/Time
4010178-02	P4A0201	10 mL	10 mL	01/15/14 9:01
4010178-03	P4A0201	10 mL	10 mL	01/15/14 9:01
4010178-04	P4A0201	10 mL	10 mL	01/15/14 9:01

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Soil Boring Logs



Project No.	VB13-102E				Date	2/4/2014	
Project	309 West Washington Street-Phase II ESA						
Boring No.	B-1	Total Depth:	8.0 Ft.	Elevation:		Location:	Suffolk, Va.
Type of Boring:	Geoprobe	Started:	1/9/2014	Completed:	1/9/2014	Driller:	RS Technologies
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	4-Inch Concrete/Brown sandy Clay-Moist			1.6		2.5" topsoil	
2.0-4.0	Tan silty Sand			1.8			
4.0-6.0	Tan silty Sand			0.8			
6.0-8.0	Tan silty Sand			0.5			

Project No.	VB13-102E				Date	2/4/2014	
Project	309 West Washington Street-Phase II ESA						
Boring No.	B-2	Total Depth:	16.0 Ft.	Elevation:		Location:	Suffolk, Va.
Type of Boring:	Geoprobe	Started:	1/9/2014	Completed:	1/9/2014	Driller:	RS Technologies
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	4-Inch Concrete/Brown sandy Clay-Moist			2.7			
2.0-4.0	Brown to gray Clay			3.2			
4.0-6.0	Brown to gray Clay			3.6			
6.0-8.0	Brown sandy Clay			2.5			
8.0-10.0	Gray fat Clay			2.0			
10.0-12.0	Gray sandy Clay-Moist			2.0		WL @ 10.5 Ft. bls	
12.0-14.0	Brown clayey Sand-Moist			1.8			
14.0-16.0	Gray fine Sand-Wet			1.8			

Project No.	VB13-102E				Date	2/4/2014	
Project	309 West Washington Street-Phase II ESA						
Boring No.	B-3	Total Depth:	8.0 Ft.	Elevation:		Location:	Suffolk, Va.
Type of Boring:	Geoprobe	Started:	1/9/2014	Completed:	1/9/2014	Driller:	RS Technologies
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	6-Inch Concrete/Brown sandy Clay-Moist			2.9		2.5" topsoil	
2.0-4.0	Brown sandy Clay			2.2			
4.0-6.0	Brown sandy Clay			1.4			
6.0-8.0	Tan silty Sand			1.9			

Project No.	VB12-188G				Date	1/20/2013	
Project	Burton Station Phase III-Outfall Relocation						
Boring No.	B-4	Total Depth:	16.0 Ft.	Elevation:		Location:	Va. Beach
Type of Boring:	SPT	Started:	1/6/2013	Completed:	1/6/2013	Driller:	GET
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	6-Inch Concrete/Brown sandy Clay-Moist			2.6			
2.0-4.0	Brown sandy Clay			2.8			
4.0-6.0	Brown sandy Clay			2.6			
6.0-8.0	Tan silty Sand			3.1			
8.0-10.0	gray clayey Sand-Wet			2.6			
10.0-12.0	gray clayey Sand-Wet			2.4		WL @ 10.5 Ft. bls	
12.0-14.0	gray clayey Sand-Wet			4.6			
14.0-16.0	gray clayey Sand-Wet			4.9			

Project No.	VB13-102E			Date	2/4/2014		
Project	309 West Washington Street-Phase II ESA						
Boring No.	B-9	Total Depth:	12.0 Ft.	Elevation:		Location:	Suffolk, Va.
Type of Boring:	Geoprobe	Started:	1/9/2014	Completed:	1/9/2014	Driller:	RS Technologies
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	2-Inch Asphalt/Brown Sandy Clay			28.2			
2.0-4.0	Brown sandy Clay			426.5			
4.0-6.0	Brown sandy Clay			1100.0			
6.0-8.0	Tan silty Sand			1377.0		Submitted For Analysis	
8.0-10.0	Brown sandy Clay			509.0			
10.0-12.0	Gray clayey Sand			66.5		WL @ 10.5 Ft. bls	

Project No.	VB13-102E			Date	2/4/2014		
Project	309 West Washington Street-Phase II ESA						
Boring No.	B-10	Total Depth:	12.0 Ft.	Elevation:		Location:	Suffolk
Type of Boring:	SPT	Started:	1/7/2014	Completed:	1/7/2014	Driller:	RS Technologies
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	3-Inch Asphalt/Brown sandy Clay			2.7			
2.0-4.0	Brown sandy Clay			185.4			
4.0-6.0	Brown sandy Clay			509.7			
6.0-8.0	Brown sandy Clay			1037.0		Submitted For Analysis	
8.0-10.0	Gray Sand-Moist			861.0			
10.0-12.0	Gray clayey Sand-Wet			162.1		WL @ 10.5 Ft. bls	

Project No.	VB13-102E			Date	2/4/2014		
Project	309 West Washington Street-Phase II ESA						
Boring No.	B-11	Total Depth:	12.0 Ft.	Elevation:		Location:	Suffolk
Type of Boring:	SPT	Started:	1/7/2014	Completed:	1/7/2014	Driller:	RS Technologies
Depth (Ft.)	Description of Materials			PID Reading (ppm)		Remarks	
0.0-2.0	3-Inch Top Soil/Brown sandy Clay			2.7			
2.0-4.0	Brown sandy Clay			2.5			
4.0-6.0	Brown sandy Clay			3.5			
6.0-8.0	Brown sandy Clay			87.0		Submitted For Analysis	
8.0-10.0	Gray Sand-Moist			40.0			
10.0-12.0	Gray clayey Sand-Wet			35.5		WL @ 10.5 Ft. bls	

Appendix K
Hazardous Materials
Survey Report



HAZARDOUS MATERIALS SURVEY REPORT

**309 and 321 West Washington Street Properties
Suffolk, Virginia**

**G E T Project No: VB13-102E
February 7, 2014**

Prepared for:

**Mr. Gerry L. Jones, RA
City of Suffolk Office of Capital Programs & Buildings
P.O. Box 1858
Suffolk, Virginia 23439**

204 Grayson Road, Virginia Beach, VA 23462
Phone 757-518-1703 ♦ Fax 757-518-1704 ♦ www.getsolutionsinc.com



February 7, 2013

City of Suffolk Office of Capital Programs & Buildings
P.O. Box 1858
Suffolk, Virginia 23439
Attention: Mr. Gerry L. Jones, RA

Reference: Hazardous Materials Survey Report
309 and 321 West Washington Street Properties
Suffolk, Virginia
GET Project No. VB13-102E

At your request, **GET Solutions, Inc.** (GET) has completed a Hazardous Materials Survey at the referenced property, herein referred to as the Site. The purpose of this project was to determine what building materials/components will require special handling and/or disposal prior to or during the proposed demolition of the subject buildings.

The 309 West Washington Street property is comprised of 0.95-acres of land and is currently improved by a single-story, 9,858 square foot former tire retail and automobile service building as well as an approximate 4,600 square foot one-story metal storage building.

Based upon historical research, the automotive service building was constructed sometime around 1925 and has undergone several additions/renovations over the years. The metal building was reportedly constructed sometime in the late 1970s to early 1980s. The City of Suffolk Real Estate Assessor's office could not provide the dates of construction for the subject buildings.

The 309 West Washington Street building is constructed on a concrete slab-on-grade foundation with brick exterior and interior walls, wood framed roof joists and a wooden decked roof. The roof consists of a sloped asphaltic roof system. The metal storage building on-site is constructed on a concrete slab-on-grade foundation with metal framed walls and a metal panel exterior and roof system.

The 321 West Washington Street property is comprised of 0.27-acres of land and is currently improved by a single-story, 5,360 square foot commercial building.

Based upon historical research, the 321 West Washington Street building was constructed in 1920. and is constructed on a concrete slab-on-grade foundation with a plaster stucco exterior façade system. The structure is constructed of structural steel framing with a rubber membrane roof system over metal roof decking. Interior finishes consist of gypsum wallboard systems, vinyl floor tile and unfinished concrete floors.

The scope of the survey consisted of the following items only:

- Non-invasive survey of suspect asbestos-containing materials (ACM)
- Survey for the presence of lead-based paint
- Inventory of PCB and Mercury containing components.

1.0 Asbestos Containing Material (ACM)

Asbestos is a type of fiber-like mineral that is heat, flame retardant, and corrosion resistant. Asbestos was widely used in building construction and insulation materials subject to heat and damage from chemicals. Occupational Safety and Health Administration (OSHA's) specific definition of asbestos is any material containing "chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos."

Asbestos-containing material (ACM) is any material with more than 1 percent asbestos, according to OSHA and Environmental Protection Agency (EPA) standards. Asbestos-containing materials might include insulation, fire-retardant applications, floor tiles and roofing products.

The following material(s) were identified as asbestos-containing materials during our survey:

- Silver roofing paint in small quantity (<10 square feet) on the roof portion of the 309 West Washington Street building (The former tire retail and automotive service building).

1.1 Methodology

The limited asbestos survey was conducted as part of the planned demolition of the structures that currently occupy the 309 and 321 West Washington Street Properties. As such, the survey was conducted in accordance with the EPA's National Emissions Standard for Hazardous Air Pollutants (NESHAP), Asbestos Hazard Emergency Response Act (AHERA), and Virginia Department of Professional and Occupational Regulation. This protocol included a non-invasive visual survey and sampling for suspect asbestos containing materials at the above referenced buildings. All samples were collected by Virginia licensed Asbestos Inspectors and submitted to Environmental Hazards Services, LLC (EHS) in Richmond, Virginia. EHS is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) and the Commonwealth of Virginia to analyze suspect asbestos-containing bulk materials. A total of thirty-eight (38) samples and/or sample layers were analyzed using Polarized Light Microscopy (PLM) following EPA Method 600/R-93/116.

1.2 Results (Refer also to Appendix A for Laboratory Reports)

Table 1: ACM Testing Results – 309 and 321 West Washington Street – December 24, 2013

309 West Washington Street Building			
Sample #	Sample Location	Sample Type	Analytical Results
AB-1	Front Lounge Area	Gypsum Wallboard System	NAD
AB-2	Office Area	Gypsum Wallboard System	NAD
AB-3	Front Lobby Area	Gypsum Wallboard System	NAD
AB-3	Front Lobby Area	Gypsum Wallboard System	NAD
AB-3	Front Lobby Area	Gypsum Wallboard System	NAD
AB-4	Bathroom Off Lobby	Vinyl Sheet Flooring	NAD
AB-4	Bathroom Off Lobby	Vinyl Sheet Flooring Mastic	NAD
AB-4	Bathroom Off Lobby	Vinyl Sheet Flooring Mastic	NAD
AB-5	Lobby	2X4 ACT	NAD
AB-6	Lounge Left	Carpet Mastic	NAD
AB-7	Roof Eastern Half	Roof Composite	NAD
AB-8	Roof East	Parapet Flashing	NAD
AB-9	Roof West	Parapet Flashing Adhesive	NAD

Sample #	Sample Location	Sample Type	Analytical Results
AB-10	Roof North	Parapet Flashing Adhesive	NAD
AB-11	Roof West	Roof Composite	NAD
AB-12	Roof East	Roof Composite	Composite = Trace-Silver Paint=2%-C
321 West Washington Street Building			
Sample #	Sample Location	Sample Type	Analytical Results
B-1	Center Office	Gypsum Wallboard System	NAD
B-2	Center Office	Gypsum Wallboard System	NAD
B-3	Center Office	Gypsum Wallboard System	NAD
B-4	Center Office	Gray Vinyl Base	NAD
B-4	Center Office	Gray Vinyl Base Mastic	NAD
B-5	Center Office	Gray Vinyl Base	NAD
B-5	Center Office	Gray Vinyl Base Mastic	NAD
B-6	Center Office	Gray Vinyl Base	NAD
B-6	Center Office	Gray Vinyl Base Mastic	NAD
B-7	East Lobby	12-Inch VFT-Blue	NAD
B-7	East Lobby	12-Inch VFT-Blue Mastic	NAD
B-7	East Lobby	12-Inch VFT-Blue Mastic	NAD
B-8	Front Bathroom	12-Inch VFT-Gray	NAD
B-8	Front Bathroom	12-Inch VFT-Gray Mastic	NAD
B-9	Northeast Storefront	Window Glazing	NAD
B-10	Northwest Storefront	Window Glazing	NAD
B-11	East Elevation-Ext.	Exterior Stucco	NAD
B-12	Northeast Elevation	Window Glazing	NAD
B-13	Roof Northeast	Roof Parapet Mastic	NAD
B-14	Roof North	Roof Composite	NAD
B-15	Parapet East Flashing Sealant	Parapet Flashing Sealant	NAD
B-16	Roof Center	Roof Composite	NAD

NAD – No Asbestos Detected
 %-C - Percent Chrysotile Asbestos Fibers
 ACT - Acoustical Ceiling Tile
 VFT – Vinyl Floor Tile

1.3 Conclusions and Recommendations

Asbestos was detected in the sample collected of the following material:

- Silver Paint associated with a composite roof sample collected from the 309 West Washington Street Building.

This paint was not observed covering the entire roof. The estimated quantity of the paint is approximately 10 square feet. This material is considered Category I non-friable material and under NESHAP need not be removed prior to demolition provided the material be removed as intact as possible and the demolition debris associated with the roof be kept moist.

The metal storage building on-site did not contain suspect asbestos containing building materials and was not sampled.

GET offers the following observations in regards to the information presented in **Table I**:

- Areas behind solid walls, and floors were inaccessible and could not be visually surveyed for the presence of ACM. ACM including, but not limited to, thermal pipe and pipe fitting insulation may exist in these locations. Additionally, the following materials should be considered asbestos-containing until sampling determines otherwise: interior boiler components, fire door insulation, vermiculite insulation within cinderblock walls, pipe flanges and gaskets, and vapor barrier behind the façade. Sampling of these materials will require exploratory demolition and additional sampling prior to renovation/demolition.

1.4 Applicable Regulations

EPA / NESHAP Regulations for Asbestos Containing Materials

The U.S. Environmental Protection Agency promulgated the National Emission Standards for Hazardous Air Pollutants (NESHAP) [40 CFR Part 61], which addresses the application, removal, and disposal of asbestos-containing materials (ACM). Under NESHAP the following categories are defined for asbestos-containing materials:

Friable - When dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

Non-friable - When dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

Category I Non-friable ACM - Packings, gaskets, resilient floor coverings, and asphalt roofing products containing more than 1% asbestos.

Category II Non-friable ACM – Any material, excluding Category I Non-friable ACM, containing more than 1% asbestos.

Regulated Asbestos Containing Material (RACM) – One of the following:

1. Friable ACM
2. Category I Non-friable ACM that has become friable.
3. Category I Non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading.
4. Category II Non-friable ACM that has a high probability of becoming, or has become, friable by the forces expected to act on the material in the course of demolition or renovation operations.

Under NESHAP, the following actions are required:

1. Prior to the commencement of demolition or renovation activities, the building owner must inspect the affected facility or part of the facility where the demolition or renovation activities will occur for the presence of asbestos.
2. Remove all RACM from the facility before any activity begins that would break up, dislodge, or similarly disturb the material or preclude access for subsequent removal.
3. RACM need not be removed prior to demolition if :

- a) It is Category I non-friable ACM that is not in poor condition.
- b) It is on a facility component that is encased in concrete or other similar material and is adequately wet whenever exposed.
- c) It was not accessible for testing and was therefore not discovered until after demolition began and because of the demolition the material cannot be safely removed.
- d) It is Category II non-friable ACM and the probability is low that the material will become crumbled, pulverized, or reduced to powder during demolition.

2.0 Lead Containing Paint

2.1 Methodology

GET was requested to perform a lead-containing paint screening. The screening was conducted by collecting paint chip samples from painted surfaces within the buildings, The paint chip samples were submitted under chain-of-custody protocol to Environmental Hazards Services, LLC (EHS), a National Lead Laboratory Accreditation Program (NLLAP), located in Richmond, Virginia. EHS analyzed the lead content of the sample utilizing Flame Atomic Absorption via Environmental Protection Agency (EPA) Method SW846 7420. The reporting limit for this method is 10 micrograms of lead. The results of this analysis were compared to the U.S. Housing and Urban Development (HUD) and Environmental Protection Agency (EPA) threshold for lead-based paint of 0.5% by weight.

Positive: Lead is present at or above the HUD & DPOR standard of 0.5% by weight on *one or more* of the components.

Negative: Lead is not present at or above the HUD & DPOR standard of 0.5% by weight on any of the components.

The Occupational Safety and Health Administration (OSHA) considers any paint with detectable lead as lead-containing paint. And therefore if detectable lead is present on surfaces that are impacted by renovation or demolition activities, then the OSHA Lead In Construction Standard (OSHA 29 CFR 1926.62) would be applicable.

2.2 Results (Refer also to Appendix A for Laboratory Reports)

Table 2: Lead Paint Testing Results – 309 and 321 West Washington Street – December 24, 2013		
Sample Number	Sample Location	Analytical Results % by Weight
001	Building 309-Gray Exterior	0.0043

Table 2: Lead Paint Testing Results – 309 and 321 West Washington Street – December 24, 2013		
Sample Number	Sample Location	Analytical Results % by Weight
002	Building 321-Red Roof Tile	<0.0076

Lead based paint greater than or equal to 0.5% by weight under the HUD and EPA guidelines was **not** detected in the samples collected. However, lead-containing paint per OSHA 29 CFR 1926.62 was detected in the red roof tile paint of the 321 West Washington Street building (**See Bold Within Table II**).

2.3 Recommendations: OSHA Regulations for Lead-Based/Lead-Containing Paint

It is important to note that OSHA, under its Lead in Construction standard (29 CFR 1926.62, Paragraph d), does not define acceptable levels of lead in paint at which no exposure to airborne lead (above the action level) would be expected. Rather, OSHA defines airborne concentrations, and references specific types of work practices and operations from which a lead hazard may be generated. Environmental and personnel monitoring should be conducted during any removal/demolition process (as appropriate) to verify that actual personal exposures are below the Permissible Exposure Limit (PEL). Under OSHA requirements, the contractor performing the work will be required to conduct this monitoring and follow all of the other requirements found under 29 CFR 1926.62.

GET recommends that all workers impacting painted surfaces as part of this project receive OSHA Lead In Construction Awareness training and that engineering controls and hygiene practices described in 29 CFR 1926.62 be followed during the disturbance of painted surfaces.

3.0 PCB-Containing Light Ballasts

3.1 Methodology

Light ballasts are the electrical components attached to fluorescent light fixtures usually found under a metal overplate. Prior to 1978, ballasts were commonly manufactured with polychlorinated biphenyls (PCBs). PCBs were used in fluorescent light ballasts because of their good electrical insulating capabilities. Ballasts made after 1978 are usually marked "Non-PCB."

3.2 Results

During this survey, all of the observed light ballasts associated with the buildings contained stickers indicating that they were non-PCB containing.

3.3 Findings and Recommendations

GET recommends that any fluorescent light ballasts that may be found within the building that do not contain the "Non-PCB" label be assumed to contain PCBs. Ballasts with a clearly marked "Non-PCB" label are not regulated and can be disposed of with general construction and demolition debris. Should fluorescent light ballasts without the "Non-PCB" label be encountered, they should be removed, disposed of and/or recycled according to Federal and Commonwealth of Virginia waste disposal guidelines by an appropriately licensed contractor.

4.0 Mercury-Containing Components

4.1 Methodology

Mercury is used in several building components including fluorescent lamps, thermostats and thermometers. GET conducted a visual non-invasive survey to identify mercury-containing components throughout the building.

4.2 Results

During this survey, GET personnel observed approximately 65 fluorescent lamps throughout the buildings. GET did not observe any thermostats or thermometers suspected to contain mercury.

4.3 Findings and Recommendations

GET recommends that all fluorescent bulbs within the building be presumed to be mercury-containing. The mercury-containing building components that are to be impacted as part of renovation/demolition activities should be removed, disposed of and/or recycled according to Federal and Commonwealth of Virginia hazardous waste disposal guidelines by an appropriately licensed contractor.

GET appreciates the opportunity to provide you with these environmental consulting services. Should you have any questions regarding this report or require additional services, please feel free to contact us at your convenience.

Respectfully Submitted,

G E T Solutions, Inc.



T. Christopher Hahn, REM
Director of Environmental Services

Attachments: Limitations, Laboratory Analysis and Chain-Of-Custody Documentation

5.0 Limitations

This report has been prepared for the exclusive use of the City of Suffolk, Virginia and/or their agents. This service was performed in accordance with generally accepted environmental practices. No other warranty, expressed or implied, is made. Our conclusions and recommendations are based, in part, upon information provided to us by others and our site observations. We have not verified the completeness or accuracy of the information provided by others, unless otherwise noted. Our observations and recommendations are based upon conditions readily visible at the site at the time of our site visit, and upon current industry standards. Areas inspected for the referenced materials herein were limited to those designated by the Client.

During this study, suspect asbestos samples were submitted for analysis at an NVLAP-accredited laboratory via polarized light microscopy. As with any similar survey of this nature, actual conditions exist only at the precise locations from which suspect asbestos samples were collected. Certain inferences are based on the results of this sampling and related testing to form a professional opinion of conditions in areas beyond those from which the samples were collected. No warranty, expressed or implied, is made.

During this study, suspect material samples were analyzed for lead-based paint. As with any similar survey of this nature, actual conditions exist only at the precise locations from which suspect samples were collected. Certain inferences are based on the results of this sampling and related testing to form a professional opinion of conditions in areas beyond those from which the samples were collected. It is also understood that this is a non-invasive survey so that it is possible that concealed materials may be present that were not accessible during the original survey. No other warranty, expressed or implied, is made.

Under this scope of services, **GET** assumes no responsibility regarding response actions (e.g. O&M Plans, Encapsulation, Abatement, Removal, etc.) initiated as a result of these findings. **GET** assumes no liability for the duties and responsibilities of the Client with respect to compliance with these regulations. Compliance with regulations and response actions are the sole responsibility of the Client and should be conducted in accordance with local, state, and/or federal requirements and should be performed by appropriately qualified and licensed-personnel, as warranted.

GET Solutions, Inc. by virtue of providing the services described in this report, does not assume the responsibility of the person(s) in charge of the site, or otherwise undertake responsibility for reporting to any local, state, or federal public agencies any conditions at the site that may present a potential danger to public health, safety, or the environment. The Client agrees to notify the appropriate local, state, or federal public agencies as required by law, or otherwise to disclose, in a timely manner, any information that may be necessary to prevent any danger to public health, safety, or the environment. The contents of the report should not be construed in any way as a recommendation to purchase, sell, or develop the project site.

Asbestos Analytical Results and Chain-Of Custody Documentation



Environmental Hazards Services, L.L.C.
 7469 Whitepine Rd
 Richmond, VA 23237
 Telephone: 800.347.4010

Asbestos Bulk Analysis Report

Report Number: 13-12-03012

Client: GET Solutions
 204 Grayson Rd
 Virginia Beach, VA 23462

Received Date: 12/31/2013
Analyzed Date: 12/31/2013
Reported Date: 01/02/2014

Project/Test Address: West Washington Street; Suffolk, VA

Client Number:

201169

Fax Number:

Laboratory Results

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
13-12-03012-001	B-1		Gray Chalky; Brown Fibrous; White Paint-Like; Inhomogeneous	NAD	20% Cellulose 80% Non-Fibrous
13-12-03012-002	B-2		Gray Chalky; Brown Fibrous; White Granular; Paint-Like; Inhomogeneous	NAD	20% Cellulose 80% Non-Fibrous
13-12-03012-003	B-3		White Granular; Chalky; Brown Fibrous; Inhomogeneous	NAD	20% Cellulose 80% Non-Fibrous
13-12-03012-004A	B-4	Cove Base	Gray Vinyl; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-004B	B-4	Mastic	Pale Yellow Adhesive; Homogeneous	NAD	100% Non-Fibrous

Environmental Hazards Services, L.L.C

Client Number: 201169

Report Number: 13-12-03012

Project/Test Address: West Washington Street; Suffolk, VA

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
13-12-03012-005A	B-5	Cove Base	Gray Vinyl; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-005B	B-5	Mastic	Pale Yellow Adhesive; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-006A	B-6	Cove Base	Gray Vinyl; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-006B	B-6	Mastic	Pale Yellow Adhesive; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-007A	B-7	Tile	Blue Vinyl; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-007B	B-7	Mastic	Yellow Adhesive; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-007C	B-7	Underlay-ment	White Brittle; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-008A	B-8	Tile	White Vinyl; Gray Paint-Like; Inhomogeneous	NAD	100% Non-Fibrous

Environmental Hazards Services, L.L.C

Client Number: 201169

Report Number: 13-12-03012

Project/Test Address: West Washington Street; Suffolk, VA

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
13-12-03012-008B	B-8	Mastic	Yellow Adhesive; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-009	B-9		White Vinyl; Green/Red Paint-Like; Inhomogeneous	NAD	100% Non-Fibrous
13-12-03012-010	B-10		Clear Rubbery; Gray Paint-Like; Inhomogeneous	NAD	100% Non-Fibrous
13-12-03012-011	B-11		Gray Granular; Paint-Like; Inhomogeneous	NAD	100% Non-Fibrous
13-12-03012-012	B-12		White Brittle; Gray Paint-Like; Inhomogeneous	NAD	100% Non-Fibrous
13-12-03012-013	B-13		Black Tar-Like; Fibrous; Inhomogeneous	NAD	30% Synthetic 70% Non-Fibrous
13-12-03012-014	B-14		Black Tar-Like; Black/Brown Fibrous; Inhomogeneous	NAD	10% Cellulose 10% Fibrous Glass 15% Synthetic 65% Non-Fibrous

Environmental Hazards Services, L.L.C

Client Number: 201169

Report Number: 13-12-03012

Project/Test Address: West Washington Street; Suffolk, VA

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
13-12-03012-015	B-15		Black Rubbery; Homogeneous	NAD	100% Non-Fibrous
13-12-03012-016	B-16		Black Tar-Like; Black/Brown Fibrous; Inhomogeneous	NAD	15% Cellulose 10% Fibrous Glass 15% Synthetic 60% Non-Fibrous
13-12-03012-017	AB-1		Off-White Brittle; Tan Fibrous; Gray Pliable; Inhomogeneous	NAD	30% Cellulose 70% Non-Fibrous
13-12-03012-018	AB-2		Off-White Brittle; Tan Fibrous; Gray Pliable; Inhomogeneous	NAD	25% Cellulose 75% Non-Fibrous
13-12-03012-019A	AB-3	Flooring	Gray/Off-White/White Vinyl-Like; Off-White Fibrous; Inhomogeneous	NAD	18% Cellulose 5% Fibrous Glass 77% Non-Fibrous
13-12-03012-019B	AB-3	Mastic	Dark Yellow Adhesive; Homogeneous	NAD	5% Cellulose 2% Fibrous Glass 1% Synthetic 92% Non-Fibrous
13-12-03012-019C	AB-3	Leveling Comp.	Off-White Brittle; Homogeneous	NAD	5% Cellulose 95% Non-Fibrous

Environmental Hazards Services, L.L.C

Client Number: 201169

Report Number: 13-12-03012

Project/Test Address: West Washington Street; Suffolk, VA

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
13-12-03012-020A	AB-4	Flooring	Gray/Off-White/White Vinyl-Like; Off-White Fibrous; Inhomogeneous	NAD	18% Cellulose 5% Fibrous Glass 77% Non-Fibrous
13-12-03012-020B	AB-4	Mastic	Dark Yellow Adhesive; Homogeneous	NAD	6% Cellulose 1% Fibrous Glass 2% Synthetic 1% Hair 90% Non-Fibrous
13-12-03012-020C	AB-4	Leveling Comp.	Off-White Brittle; Homogeneous	NAD	5% Cellulose 95% Non-Fibrous
13-12-03012-021	AB-5		Pale Gray to Tan Fibrous; White Brittle; Inhomogeneous	NAD	55% Cellulose 20% Fibrous Glass 25% Non-Fibrous
13-12-03012-022	AB-6		Yellow Adhesive; Homogeneous	NAD	4% Cellulose 2% Synthetic 94% Non-Fibrous
13-12-03012-023	AB-7		Black Pliable; Black Brittle; Black/Tan Fibrous; Light Gray Aggregate; Inhomogeneous	NAD	30% Cellulose 3% Fibrous Glass 12% Synthetic 55% Non-Fibrous
13-12-03012-024	AB-8		Black Pliable; Black Fibrous; Black Brittle; Inhomogeneous	NAD	2% Cellulose 20% Fibrous Glass 20% Synthetic 58% Non-Fibrous

Environmental Hazards Services, L.L.C

Client Number: 201169

Report Number: 13-12-03012

Project/Test Address: West Washington Street; Suffolk, VA

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
13-12-03012-025	AB-9		Black Pliable; Black Fibrous; Inhomogeneous	NAD	25% Cellulose 10% Synthetic 65% Non-Fibrous
13-12-03012-026	AB-10		Black Pliable; Black Fibrous; Dark Gray Brittle; Inhomogeneous	NAD	25% Cellulose 10% Synthetic 65% Non-Fibrous
13-12-03012-027	AB-11		Black Pliable; Black Brittle; Black/Tan Fibrous; Light Gray Aggregate; Inhomogeneous	NAD	30% Cellulose 7% Fibrous Glass 15% Synthetic 48% Non-Fibrous
13-12-03012-028	AB-12		Black Pliable; Black/Silver Brittle; Black/Tan Fibrous; Inhomogeneous	Trace <1% Chrysotile	10% Cellulose 15% Fibrous Glass 15% Synthetic 60% Non-Fibrous

Total Asbestos: Trace <1%

Chrysotile detected in small amount of silver brittle aluminized surface coating-type material present in sample; this material alone contains 2% chrysotile.

Environmental Hazards Services, L.L.C

Client Number: 201169

Report Number: 13-12-03012

Project/Test Address: West Washington Street; Suffolk, VA

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
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QC Sample: 20-M11990-4, 14-M11996-2

QC Blank: SRM 1866 Fiberglass

Reporting Limit: 1% Asbestos

Method: EPA Method 600/R-93/116, EPA Method 600/M4-82-020

Analyst: Araceli Enzler, Mark Case

Reviewed By Authorized Signatory:



Tasha Eaddy
QA/QC Clerk

The condition of the samples analyzed was acceptable upon receipt per laboratory protocol unless otherwise noted on this report. Each distinct component in an inhomogeneous sample was analyzed separately and reported as a composite. Results represent the analysis of samples submitted by the client. Sample location, description, area, volume, etc., was provided by the client. This report cannot be used by the client to claim product endorsement by NVLAP or any agency of the U.S. Government. This report shall not be reproduced except in full, without the written consent of the Environmental Hazards Service, L.L.C. California Certification #2319 NY ELAP #11714 NVLAP #101882-0. All information concerning sampling location, date, and time can be found on Chain-of-Custody. Environmental Hazards Services, L.L.C. does not perform any sample collection.

Environmental Hazards Services, L.L.C. recommends reanalysis by point count (for more accurate quantification) or Transmission Electron Microscopy (TEM), (for enhanced detection capabilities) for materials regulated by EPA NESHAP (National Emission Standards for Hazardous Air Pollutants) and found to contain less than ten percent (<10%) asbestos by polarized light microscopy (PLM). Both services are available for an additional fee.

400 Point Count Analysis, where noted, performed per EPA Method 600/R-93/116 with a Reporting Limit of 0.25%.

* All California samples analyzed by Polarized Light Microscopy, EPA Method 600/M4-82-020, Dec. 1982.

LEGEND: NAD = no asbestos detected



EHS Laboratories

Environmental Hazards Services, LLC

www.leadlab.com 7469 Whitepine Rd
(800)347-4010 Richmond, VA
(804)275-4907 (fax) 23237

Asbestos Chain-of-Custody

28 PLM
1/3



13-12-03012

Due Date:
01/06/2014
(Monday)
E

Company Name: GET Solutions Inc. Address: 204 Grayson Road City/State/Zip: Virginia Beach, Va. 23462

Phone: (757) 518-1703 Fax: (757) 518-1704 E-mail: chahn@getsolutionsinc.com Acct. Number:

Project Name / Testing Address: West Washington Street City/State (Required): Suffolk, Va.

Collected by: Chris Hahn Purchase Order Number: VB13-102E

Turn Around Times : 1 - Day 2 - Day 3 - Day Same Day (Must Call Ahead) Weekend (Must Call Ahead)

If no TAT is specified, sample(s) will be processed and charged as 3-day TAT.

No.	Client Sample ID	Date Collected	ASBESTOS						AIR		Volume (Total Liters)	COMMENTS		
			PLM	PLM Point Count 400	PLM Point Count 1000	PLM NY Protocol	PCM	TEM Chatfield (Bulk)	TEMAHERA (Air)	Time On			Time Off	Flow Rate (L/min)
1	B-1	12-24-2013	✓											GWB
2	B-2	12-24-2013	✓											GWB
3	B-3	12-24-2013	✓											GWB
4	B-4	12-24-2013	✓											Gray VB + Mastic
5	B-5	12-24-2013	✓											Gray VB + Mastic
6	B-6	12-24-2013	✓											Gray VB + Mastic
7	B-7	12-24-2013	✓											12" B;ue VFT + Mastic
8	B-8	12-24-2013	✓											12" Gray VFT + Mastic
9	B-9	12-24-2013	✓											Storefront Window Glazing-E
10	B-10	12-24-2013	✓											Storefront Window Glazing-N

Released by: TC Hahn Signature: *[Signature]* Date/Time: 12/31/13



EHS Laboratories

Environmental Hazards Services, LLC

www.leadlab.com 7469 Whitepine Rd
(800) 347-4010 Richmond, VA
(804) 275-4907 (fax) 23237

Asbestos Chain-of-Custody 2/3

~ For Lab Use Only ~

Company Name: GET Solutions Inc. Address: 204 Grayson Road City/State/Zip: Virginia Beach, Va. 23462

Phone: (757) 518-1703 Fax: (757) 518-1704 E-mail: chahn@getsolutionsinc.com Acct. Number:

Project Name / Testing Address: West Washington Street City/State (Required): Suffolk, Va.

Collected by: Chris Hahn Purchase Order Number: VB13-102E

Turn Around Times : 1 - Day 2 - Day 3 - Day Same Day (Must Call Ahead) Weekend (Must Call Ahead)

If no TAT is specified, sample(s) will be processed and charged as 3-day TAT.

No.	Client Sample ID	Date Collected	ASBESTOS						AIR		Volume (Total Liters)	COMMENTS	
			PLM	PLM Point Count 400	PLM Point Count 1000	PLM NY Protocol	PCM	TEM Chatfield (Bulk)	TEMAHERA (Air)	Time On			Time Off
1	B-11	12-24-2013	✓										Stucco East Elev.
2	B-12	12-24-2013	✓										Window Glazing-N
3	B-13	12-24-2013	✓										Black Roof Mastic-Parapet Top
4	B-14	12-24-2013	✓										Roof Composite-N
5	B-15	12-24-2013	✓										Parapet Flashing Sealant Seam E
6	B-16	12-24-2013	✓										Roof Composite Center
7	AB-1	12-24-2013	✓										GWB-Lounge
8	AB-2	12-24-2013	✓										GWB-Office
9	AB-3	12-24-2013	✓										GWB-Front Display
10	AB-4	12-24-2013	✓										Vinyl Sheet Fl+Mastic-Bathroom

Released by: TC Hahn Signature: [Signature] Date/Time: 12/31/13
Received by: [Signature] Signature: [Signature]



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(804) 275-4907 (fax) 23237

Asbestos Chain-of-Custody

3/3

~ For Lab Use Only ~

Company Name: GET Solutions Inc. Address: 204 Grayson Road City/State/Zip: Virginia Beach, Va. 23462

Phone: (757) 518-1703 Fax: (757) 518-1704 E-mail: chahn@getsolutionsinc.com Acct. Number: _____

Project Name / Testing Address: West Washington Street City/State (Required): Suffolk, Va.

Collected by: Chris Hahn Purchase Order Number: VB13-102E

Turn Around Times : 1 - Day 2 - Day 3 - Day _____ Same Day (Must Call Ahead) _____ Weekend (Must Call Ahead)

If no TAT is specified, sample(s) will be processed and charged as 3-day TAT.

No.	Client Sample ID	Date Collected	ASBESTOS						AIR		Volume (Total Liters)	COMMENTS	
			PLM	PLM Point Count 400	PLM Point Count 1000	PLM NY Protocol	PCM	TEM Chatfield (Bulk)	TEMAHERA (Air)	Time On			Time Off
1	AB-5	12-24-2013	✓										2x4 ACT-Lobby
2	AB-6	12-24-2013	✓										Carpet Mastic-Lounge
3	AB-7	12-24-2013	✓										Roof Composite-E
4	AB-8	12-24-2013	✓										Parapet Flashing
5	AB-9	12-24-2013	✓										Parapet Flashing Adhesive-W
6	AB-10	12-24-2013	✓										Parapet Flashing Adhesive-N
7	AB-11	12-24-2013	✓										Roof Composite-W
8	AB-12	12-24-2013	✓										Roof Composite-E
9													
10													

Released by: TC Hahn Signature: *[Signature]* Date/Time: 12/3/13

Received by: T Howard

Lead Analytical Results and Chain-Of Custody Documentation



Environmental Hazards Services, L.L.C.
 7469 Whitepine Rd
 Richmond, VA 23237
 Telephone: 800.347.4010

Lead Paint Chip Analysis Report

Report Number: 13-12-03016

Client: GET Solutions
 204 Grayson Rd
 Virginia Beach, VA 23462

Received Date: 12/31/2013
Analyzed Date: 01/03/2014
Reported Date: 01/03/2014

Project/Test Address: West Washington Street; Suffolk, VA
Collection Date: 12/27/2013

Client Number:
201169

Fax Number:

Laboratory Results

Lab Sample Number	Client Sample Number	Collection Location	Pb (ug/g) ppm	% Pb by Wt.	Narrative ID
13-12-03016-001	L-1	EXT	<43	<0.0043	
13-12-03016-002	L-2	EXT	76	0.0076	

Method: EPA SW846 7000B

Reviewed By Authorized Signatory:

Deborah Britt
QA/QC Clerk

The HUD lead guidelines for lead paint chips are 0.50% by Weight, 5000 ppm, or 1.0 mg/cm². The Reporting Limit (RL) is 10.0 ug Total Pb. Paint chip area and results are calculated based on area measurements determined by the client. All internal quality control requirements associated with this batch were met, unless otherwise noted.

The condition of the samples analyzed was acceptable upon receipt per laboratory protocol unless otherwise noted on this report. Results represent the analysis of samples submitted by the client. Sample location, description, area, etc., was provided by the client. Results reported above in mg/cm³ are calculated based on area supplied by client. This report shall not be reproduced except in full, without the written consent of the Environmental Hazards Service, L.L.C. California Certification #2319 NY ELAP #11714.

LEGEND	Pb= lead	ug = microgram	ppm = parts per million
	ug/g = micrograms per gram	Wt. = weight	



EHS Laboratories™

Environmental Hazards Services, LLC

www.leadlab.com 7469 Whitepine Rd
 (800) 347-4010 Richmond, VA
 (804) 275-4907 (fax) 23237

Lead Chain-of-Custody

13-12-03016



Due Date:
 01/06/2014
 (Monday)
 E

MD

Company Name: GET Solutions, Inc. Address: 204 Grayson Road City/State/Zip: Virginia Beach, Va. 23462

Phone: (757) 518-1703 Fax: (757) 518-1704 E-mail: chahn@getsolutionsinc.com Acct. Number:

Project Name / Testing Address: West Washington Street City/State (Required): Suffolk, Va.

Collected by: TCH Certification Number: Purchase Order Number: VB13-102E

* Do wipe samples submitted meet ASTM E1792 requirements? Yes No

Turn Around Time (TAT) <input type="checkbox"/> 1-Day <input checked="" type="checkbox"/> 3-Day <input type="checkbox"/> Same Day (Must Call Ahead) <input type="checkbox"/> Weekend (Must Call Ahead) If no TAT is specified, sample(s) will be processed and charged as 3-Day TAT.	Sample Type Single Dust Wipe = DW Soil = S Paint Chip = PC Air = A Composite Soil = CS	Abbreviations FR = Family Room F = Front 0 = Basement LR = Living Room R = Rear KT = Kitchen DN = Den LT = Left BA = Bath DR = Dining Room RT = Right BR = Bedroom 1 = 1st Fl 2 = 2nd Fl	Surface Type for Dust Wipe FL = Floor CP = Carpet SL = Window Sill WW = Window Well
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No.	Sample Type	Date Collected	Client Sample ID	Collection Location (LR, KT, LTFBR, RTRBR, etc.)				Surface Type	Area Length X Width in inches (provide partial area only if requesting mg/m2)	Paint Chip		Air		Comments
				LR	KT	LTFBR	RTRBR			PPM	%	Flow Rate (l/min)	Total Time (minutes)	
1	PC	12-27-2013	L-1	E	X	T		Wall-Masonry	X					
2	PC	12-27-2013	L-2	E	X	T		Roof Metal	X	X				
3														
4														
5														
6														
7														
8														
9														
10														

Released by: TC Hahn Signature: *[Signature]* Date/Time: 12/31/13

19