

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

**2013/14 GRANT ROUND
PLANNING & DESIGN APPLICATION**

APPLICANT MUNICIPALITY:	<u>Lynnfield</u>
APPLICANT LIBRARY:	<u>Lynnfield Public Library</u> 18 Summer Street Lynnfield 01940
CONTACT PERSON:	Nancy D. Ryan Library Director 18 Summer Street Lynnfield 01940 781.334.5411 ryan@noblenet.org
LIBRARY BOARD CHAIRPERSON:	Robert D. Calamari, Jr. _____ (Signature)
TOTAL PROJECT COST:	\$75,000

Original Plus Five (5) Copies (No faxes or emails)
Due **Thursday, January 16, 2014 by 4:00 PM** at
Massachusetts Board of Library Commissioners
98 North Washington Street, Suite 401, Boston, MA 02114-1933
Phone: (617) 725-1860 or 1-800-952-7403

Do not write below this line.

Eligible Project Cost: _____

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Color Photographs can be found following page 24.

PART 1: GENERAL

PART 1A: ABSTRACT

Please summarize your planning project in 200 words or less in the space provided below. An example for guidance in writing this was provided at the Application Workshop.

Increasingly, public libraries are asked to play more important educational and socially connective roles within their communities. The range of services is extensive—ranging from adult programs such as author series, concerts, book discussions, and community lectures, to increased teen programs and collections, to quiet spaces for reflective reading and study, to community meeting spaces for special projects and activities.

However, our current library facility is both inadequate for these present needs and incapable of meeting its most pressing future demands as well: a negative situation indeed, but one that ultimately translates into a very positive opportunity. With a new facility, we shall be in the enviable position of being able to design a structure that both addresses current necessities and has the flexibility to accommodate future needs in new and interesting ways—such as including a “café” where patrons meet for coffee or tea, bringing community together for various library offerings and enrichment programs.

As the population shifts to a predominance of young children and older retirees, we must take on the challenges of basic transformation and divergent interests, expanding the Library’s image from book-lender to the center of a new intellectual and social community.

PART 1B: TOWN MEETING/ CITY COUNCIL VOTE

As required by 605 CMR 6.03 in the definition of an Approved Public Library Project, approval of this project is required by "a majority vote of the Town at a Town Meeting, a majority vote of the city council, with the approval of the mayor in the case of a city or in a municipality having a town council form of government, by a vote of the town council."

Check off if:

- A vote to approve has taken place.
 - If such a vote has taken place attach a copy of the certified vote in Appendices.
- A vote has not yet taken place but is expected to take place on (date) April 28, 2014.
 - When the vote takes place send a copy of the certified vote to the MBLC.

In addition, libraries must seek permission of the same governing body cited above to apply for, accept and expend State grants for Library Planning and Design. In some municipalities this is done as a blanket pro forma vote for all town departments.

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Note: In order for this application to be considered, votes must take place by May 16, 2014 and a certified copy must be forwarded to the MBLC by May 23, 2014.

For samples of wording for town meeting votes, see

http://guides.mblc.state.ma.us/planninganddesign_warrants

PART 1C: GENERAL AND LIBRARY INFORMATION**Population and Library****1. Population of applicant municipality**

- a) 2010 U.S. Census Population 11,596
- b) Later official census population, if different than above 12,296
- c) Cite the source(s) used to update census population. Town Clerk. Voting Register and Street List
- d) Estimated 2034 Population 13,447
- e) Cite the source(s) used, but supply one single projection for the 2034 population 13,447
<http://metrobostondatacommon.org/snapshots/cities-and-towns/lynnfield/demographics/>
MetroFuture projection. Lynnfield Master Plan 2002. September 2002. Page 127.

2. Library Statistics (Pages 1-9 FY2012 as reported on MBLC FY2013 ARIS Report)

- a) Population served by library 11,596
- b) Attendance 106,640
- c) Number of registered borrowers 7525
- d) Total holdings
 - 1) Books (Print) 56,271
 - 2) Audio (Compact discs (not CD-ROMs)), cassettes, or other 4220
 - 3) Video cassettes/discs/DVDs, or other 4152
 - 4) Print periodicals, newspapers & other print serials 976
- e) Circulation activity 124,705 ILL 21,615
- f) Hours 2905
 - 1) Total hours main library was opened 2905
 - 2) Total hours the branch(es) were opened 0
- g) Public use of internet computers 703 per week
- h) Number of hours worked per average week by staff 400
- i) Operating Income \$648,393
- j) Operating Expenditures \$669,008

3. Automated Library System- as reported by Networks

- a) Member network NOBLE

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- b) Type of membership Full
- c) Stand-alone system _____

PART 1D: PROJECT INFORMATION

1. The function of the proposed project building will be:

- Main Library
- Branch Library
- Independent Library
- Joint Public Library between two or more municipalities (specify municipalities):
- Public Library sharing space with another municipal department (specify department):
- Other (specify): _____

2. Considerations relating to the planning and design of a proposed library building project include (check all that apply):

- Newly constructed library building on a new site
- Demolition of the current library building and newly constructed replacement building on same site
- Addition/renovation to a building of 14,323 square feet that was constructed in 1856 (date) and was most recently updated in 1991 (date)
- Conversion of an existing building of approximately _____ gross square feet, originally used for _____, into a library
- Reconfiguration of approximately 100% of the library's current facility that is 14,323 gross square feet, constructed in 1856 (date) and most recently updated in 1991 (date)
- No library facility exists.

3. We are considering the following sites for our study (check all that apply):

- Present site only
- Present site plus other sites
- Other sites only
- The present site is owned by the municipality
- The other sites are owned by the municipality (Attachment 1)
- The other sites are not publicly owned
- Other sites have not been identified but will be considered

Comments (if necessary attach additional sheets):

4. Has any architect already been selected or employed for a feasibility study or to do schematic drawings?

Yes No

For the purposes of a project for Planning and Design in the MPLCP, no architect may be appointed until after a grant award has been announced on June 5, 2014 and until after the building program is completed and accepted by the Board.

PART 2: DATA & ANALYSIS

PART 2A: LIBRARY NEEDS

Community and Service Population

1. Define and describe the community served by the library
2. Describe how the community is expected to change over the next twenty years
3. Estimate the library's current service population (municipal population plus estimated nonresidents)
4. Estimate the projected service population for 2034
(see <http://guides.mblc.state.ma.us/planninganddesign/servicepop> for possible methods to determine service population)

The Town of Lynnfield is located about ten miles north of Boston with convenient access to Routes 1, 128 and Interstate 95, making it easy for residents to travel to nearby beaches, parks and mountains, and to commute to Boston for work. Located in western Essex County in the area of Massachusetts known as the "North Shore," it is a small town and highly desirable community for those who wish to take advantage of the social, cultural and business opportunities that Boston affords while living in a tranquil suburban neighborhood. (Attachment 2)

Named for Lynn Regis (King's Lynn) of Norfolk, England (the former homestead of the first minister who served here) Lynnfield is primarily a traditional New England town, incorporated in 1814, with woodlands, marshes, wetlands, ponds and tree-lined streets. It evolved from an agricultural community with many farms and orchards and still bears this mark. The preservation and conservation of open space go hand-in-hand with the many types of recreation and sports that Lynnfield residents enjoy through local organizations and the schools. The Open Space Survey (2008) reinforced this heritage when it stated that the Town should do its best to preserve the "semi-rural feel," "tranquil neighborhoods" and "country charm" of the open spaces and conservation lands for walking, picnicking, biking, golfing, cross country skiing and nature study. Recreation land now forms 7% of the available land in Lynnfield.

The town and its residents place a very high value on the preservation and conservation of natural areas, buildings, burial grounds, objects and structures of historic interest. Lynnfield's open spaces are fiercely protected, a fact that has likely contributed to the town's stable population. In 2007, for example, the Historical Commission undertook steps to bring the Demolition Delay By-Law and Community Preservation Act to Town Meeting to ensure protection of various properties. The Demolition Delay By-Law was passed in town meeting, although because of economic concerns, the Community Preservation Act did not.

Lynnfield is categorized by MetroBostonDataCommon of the Metropolitan Area Planning Council (MAPC) as an "Established Suburb... [a] residential suburb characterized by single-family homes on moderately-sized lots, with a relatively affluent population." Those who work outside the home use the automobile as the primary mode of

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transportation, as there are no public transportation routes that stop in the town of Lynnfield. The nearest commuter rail stations are Reading (4.1 miles away) and Wakefield (5.7 miles away). The nearest bus stop (Route 136) is 2.0 miles away on Lowell Street in Wakefield. Annual vehicle mileage is 25,647 per household.

Lynnfield's population has remained stable for the past decade, just tipping the 12,000 mark to 12,296 in 2013. The population is homogenous and lacks ethnic and racial diversity: 95% white, 0.8% black, 2.3% Asian / Pacific Islander, with 0.8% Hispanic. Residents are split almost equally between male and female. Politically, Lynnfield is more conservative than much of the state. John McCain received 55% of the Town's vote in the 2008 Presidential election and Mitt Romney 60% in 2012, trending toward increasing conservatism. As the Town's population ages and reaches retirement, this trend will most likely continue.

Lynnfield residents tend to be highly educated. *The Comparative Guide to American Suburbs 2009/2010* (2008) indicates that 49.2% of the townspeople have a Bachelor's degree or higher and 21.3% has a graduate degree. In the 1960s Lynnfield was settled by a highly educated group of employees of the General Electric Company of Lynn, Mass. Lynnfield remains an affluent community with 48.5% of the households having incomes of \$100,000 or more. In 2009-2010 the median household income was \$97,543, and the average household income was \$128,831.

As befits the high education levels of its residents, the schools are recognized on state and national levels for excellence and consistently high MCAS scores. Students who might at one time have considered attending private schools now show renewed interest in the Lynnfield public schools. Many residents who grew up in Lynnfield are returning here to raise their families. Currently there are six public and one private school in Lynnfield. In the past fifteen years, Lynnfield has seen new public middle school construction, extensive renovations to the two elementary schools and an addition to the high school. Politically active, participatory parents continue to support overrides at Town Meeting to maintain the high academic standards of their schools.

According to statistics from *The Comparative Guide to American Suburbs 2009/2010* (2008), median home value is \$600,587; home ownership is 93.9%; and the average family size is 3.43 persons. The average single family tax bill in FY2011 was \$7,112. As of 2011, 345 business establishments existed in the 01940 zip code, of which fifty-seven were in construction, and 120 in finance, insurance, or professional, scientific or technical services. Owners' housing cost burden consists of 3,754 owner-occupied housing units— 207 have 1,363 residents paying 30% of their income on their mortgage; 745 paying 30-50% of their income, and 618 paying 50% or more.

The Town's tax base is 92% residential, and 8% distributed over commercial and industrial use. Lynnfield relies on residential property taxes to support the town's services and programs, and has carefully screened any commercial and industrial growth. Indeed, only 4% of the land is designated for commercial or industrial use.

The library's estimated current service area population is 14,379—which includes the surrounding communities of Peabody to the east; Lynn to the southeast; Saugus and Wakefield to the south and southwest; Reading to the

west; and North Reading to the northwest. These communities have a mix of commercial, residential and industrial tax revenues, as well as a greater diversity of income levels (largely middle and lower-middle class), and are generally more politically liberal than Lynnfield.

“MarketStreet,” the North Shore’s largest open air shopping center opened in August 2013, is also located in Lynnfield. An in-progress, high-end, mixed-use complex, it will eventually house sixty retail outlets and restaurants. Thousands of vehicles and visitors are expected when the complex is fully operational. Phase II of the development will include a 180 luxury unit complex called “Arborpoint,” consisting of approximately 100,000 square feet, and located directly adjacent to MarketStreet. One- and two-bedroom apartments will be rented for \$1800-\$3000 per month (one building is presently occupied); a 48-unit development, called “Colonial Village,” managed by L.I.F.E. (Lynnfield Initiatives for Elders) will be also available in 2014 for purchase by residents aged 60+. A full 20% of available Arborpoint rental units are designated for affordable housing, according to the Commonwealth regulations. Although home ownership for Householders (30-54) will increase through 2025, the implication is that Lynnfield will need fewer 3- and 4-bedroom units and more 1- and 2-bedroom units. Revenue from MarketStreet is conservatively estimated to net \$2 million, a sum that could go as high as \$2.3 to \$2.4 million when the entire complex is operational. Tax revenue will be used to fund capital improvements.

As a result of this added development, the estimated 2034 service population is projected at 16,674. Age demographic statistics will reflect state and national trends, showing a small increase in base population in Lynnfield and surrounding communities:

In 2020 Empty Nesters (55-64) and Retirees (65-85+) will increase by 17% and 24% respectively.

In 2030 Empty Nesters will decline by 9%, and Retirees increase by 23%.

State-wide by 2030, it is projected that School Age Children (5-19), Young Adults (20-29), Householders (30-54), and Empty Nesters will decline, as the over 55 population increases by 75%. Nation-wide by 2030, it is projected that the national elderly population will be double what it is today at 61 million.

Lynnfield could see two trends: one that follows the broader national trend of baby-boomers moving through to retirement and old age, and a local trend where limited available housing in MarketStreet increases the number of school-age children.

High taxes and housing costs mean that fewer affordable houses will be built for young families and those retired on a fixed income. The population is expected to remain stable largely because there is little open space for new construction, and the very high property values will allow only those with higher incomes to settle here.

Demographics are skewed to the affluent of any age moving to Lynnfield. There may be a migration of baby-boomers moving to 55+ communities in Lynnfield or out of the area, as people tire of large homes with maintenance.

The three senior housing complexes managed by L.I.F.E. (Lynnfield Initiatives for Elders) require a purchase of units that range in price from \$139,000 to a high of \$475,000. There is one assisted living complex.

As long as the schools retain their excellent reputation, families will continue to move here and parents will probably be willing to continue to support tax overrides. However, an increasing number of retirees on fixed incomes may become numerous enough to counteract young families moving in, thereby reducing the support for schools and athletics. This split has become apparent in Town meetings, which have become more contentious within the last five to ten years as younger generations comfortable with debt oppose retirees who do not want it.

Note: Citations and other source material are available upon request at the Lynnfield Public Library.

Facility

To the best of your ability, assess the existing conditions of the library's location, site and space. Considering the existing facility's condition and the current and future library and information needs of the service population, describe how the site and facility limitations impact the quality of services that the library provides today and will provide in the future. A questionnaire that may help you with this can be found at the bottom of the page at http://guides.mblc.state.ma.us/planninganddeisgn_needs.

The Lynnfield Public Library is located on 18 Summer Street in what is called Lynnfield Center, which is graced by a small triangular-shaped shady common. This is bordered by a Meeting House built in 1714, the Centre Congregational Church, the Old Burying Ground, and the Lynnfield Public Library. The post office, police and fire stations, and town hall offices are located within comfortable walking distance. Farther out, but still within walking distance, are two banks, a bakery, a convenience store and other commercial establishments, as well as Lynnfield's Middle School. (Attachment 3)

The current library facility is oriented on a 39,596 square foot site, bound by a private residence on the northeast; Arlington Street on the southeast; Summer Street on the south; and the Centre Congregational Church on the north. This Church owns approximately 2,051 square feet of land that 'juts' into the library property on the north side. Although a Feasibility Study in 2010 indicated that the current outdated building is structurally sound and could be built upon, the limited number of parking spaces—three handicapped and seventeen patron spaces—would probably decrease, and there is no possibility of expanding laterally in any direction.

Residents love the architecture of the library with its Palladian window, particularly when the flowering crab, dogwood, and magnolia trees are in bloom in the spring. They appreciate the open and airy feeling when standing in the entrance and the Reading Room. The library, the Meeting House and the Church on the Common form their vision of what a small New England town should look like. However, we cannot serve the community adequately at the present time, nor can we plan for future change without a new and larger facility. (Photograph #6)

Site History

What is now the Children's Room of the Lynnfield Public Library was built in 1856 (1,560 square feet) with a small room (364 square feet) over it. It served as the Center School until 1904 when the School was converted to a public library. In 1959, an addition of approximately 700 square feet was added to the southeastern side of the structure (a link in architectural terms), the wood stoves were replaced with a heating system, and restrooms were added.

A building addition of approximately 7,948 square feet was dedicated in 1967, creating a Reading Room with a barrel-vault ceiling, a large Palladian window and a mezzanine with staff offices. The Circulation Desk and Office were located to the immediate left of the front door. A basement was added. The original site of this 1967 addition was a parking lot built over a brook that runs along the residential property in the rear of the library. When the brook reaches the Library property line, it disappears underground and appears on the other side of Summer and South Common Streets. When the ground freezes and it rains, the normally high water table becomes even higher, and water seeps into the basement on the north-north-west side.

A renovation in 1991 added a ramp that runs along the front of the Library, an elevator that services the main floor, mezzanine and basement and upgrades to the HVAC system. The Circulation Desk and Office were relocated. (Photographs # 2, 4 and 6)

Current Site

The current square footage is 14,387 including the Elizabeth Warren Green Room (the "Green Room"), a 364 square foot room over the Children's Room.

The small size of this land parcel allows for a bit landscaping on two sides and for minimal parking in the rear. A driveway and church parking cuts between the Church and the Library. Like most old New England towns, the facility was meant for foot traffic rather than a commuter society. (Photographs #2 and 3)

Because of limited space, beautification has not been totally successful. In 2003, the Flower Workshop of Lynnfield, one of two garden clubs in town, created a master landscaping design for the library for the southern exposure, putting plantings at eye level with the building foundation. Maintenance is done by The Flower Workshop, which does the seasonal plantings, and the Department of Public Works, which mows the grass, cleans up in the spring and fall, and maintains the sprinkler system. Despite their best efforts, the grounds frequently look shabby and unwelcoming because of the litter, dirt, and sand from the busy suburban streets. Winter snow is plowed onto the Library property from the streets and sidewalks, damaging the lawn and the bushes, and outside noise from the preschool's playground of the Church disturbs the adjacent Library Children's Room. (Photograph #3)

In January 2010, a survey was mailed to approximately 4,400 households with the 3rd quarter tax bills to fulfill the requirements of our Long Range Library Plan. The thrust of the survey was to get a sense of library usage, areas of

inadequacy, and suggestions for improvement, as well as thoughts about a possible library expansion. Two major themes ran through the survey responses: lack of space and accessibility and suitable, sufficient parking spaces:

- 42.3% thought the existing space was inadequate and impacted the quality and quantity of our collections, services and programs.
- 26.1% of the participants thought that the lack of sufficient and suitable parking the most egregious of our problems.

PARKING / ACCESSIBILITY

The Library site is small. As in many New England town centers, structures are cheek-by-jowl with their neighbors and public thoroughfares; our circumstances are no different. As a result of this limited space, the parking lot at the rear of the building is woefully inadequate to serve both patrons and workers, especially the elderly, the disabled, and young parents.

Staff members must park across the street in the Town Hall parking lot, but the lot also serves Town Hall employees and visitors, so it fills up quickly. The result is that there are not enough reserved spaces for library staff on a normal workday. Crossing the street can also be treacherous in icy weather because town priorities make it slow to shovel and plow the walkways between the lot and the Library. (Photograph #1)

Pedestrian safety for library patrons is also an issue.

The Library foundation is 24 and 20 feet from the streets (including the sidewalks) on the south (Summer Street) and southeast (Arlington Street) sides respectively. The two main streets—Summer and North Common—come together to an apex in front of the Library, and drivers are reluctant to slow down enough to allow for pedestrians to cross safely crossing from either side. (One staff member was struck by a car some years ago while crossing because of this situation.)

The entrance to the parking lot at the rear of the building is one-way. Cars enter from Arlington Street and exit between the Church and the Library to Summer Street, but staff members report frequent incidents of drivers entering the wrong way.

We have one entrance to the Library, facing Summer Street. There is no entrance from the rear of the building to allow easy access from the parking lot to the Library. There is one handicapped space in the rear, forcing the patron to walk around the building to the front entrance. There are disabled and short-term spaces in front of the

building, but since parking directly outside the building is not marked off into spaces, drivers often take up extra space, limiting parking even more.

There are two sets of double doors at the front entrance, neither of which are automatic nor easily accessible to caregivers with strollers or the physically disabled.

These issues present significant barriers to many patrons; some commented in a recent survey that it is much easier to visit other libraries.

SITE PROBLEMS

Temperature Control, Acoustics, Light, Power, and Rest Areas

As mentioned earlier, the Library has seen two additions and one renovation since 1904, the results of which Patience Jackson described as a building that is, at best, "cobbled together." Each project was an attempt to respond to changes in population and reader interests—primarily to make more materials (i.e., books, newspapers and magazines) available to patrons, and to create space for programming and quiet reading. Each project found solutions for then-current issues, but did not build in flexibility for future changes.

Temperature Control

Since the 1967 addition, the differing roof levels and intersecting gables have resulted in roof leaks near the elevator shaft, in the hallway near the restrooms, near the Circulation Desk and DVD area, and over the Children's Office door. Poor gutter and downspout design/drainage at the end of entrance ramp, over the front door and in the courtyard has exacerbated the condition. (Photograph #1)

The disjointed facility has also resulted in problems in heating and cooling efficiency. The varying ceiling heights throughout the building reduce whatever efficiency the system may have. (Ceiling heights span 7.5' in the Picture Book area to 12' in the Children's Room to 8' in the Circulation Desk area increasing to 9' outside of the Desk area. The Reading Room with its barrel-vault ceiling and two ceiling fans and Palladian window is approximately 30'. The height then drops to 7' under the mezzanine and the mezzanine has a peaked ceiling of about 14' in height. Staff offices are 8' in height.) Patrons and staff alike continually complain about temperature discomfort throughout the building. (Photograph #6)

Although a new HVAC system-heating and cooling-was installed in 2005, with some of the original components retained, library staff has no control over the settings. These are operated off-site by the Department of Public Works. If the system malfunctions, we must wait until the vendor makes an on-site visit.

Acoustics

Complaints about poor acoustics from patrons and staff are also continual. The mezzanine overlooks the Reading Room, and voices bounce off the barrel-vault ceiling to the floor. Someone sitting at a table on the first floor near the stacks can be heard across the Reading Room at the Reference Desk. With the influx of students in the afternoon, the library is extremely noisy—with nowhere for anyone to retreat to a quiet place. The mezzanine attracts children with a propensity to throw things over the banister, and noise from the Young Adult Corner is an on-going source of irritation for adult patrons and Circulation and Reference Staff. (Photograph #4)

Light

The mix of general and task lighting is inadequate at best, and the variation in ceiling heights aggravates the problem. The Reading Room has a barrel-vault ceiling that requires a “cherry-picker” to replace the lights, which are inset. As a result, lights are not replaced until a sufficient number have gone out; because the bulbs require special manufacture, there is always a certain percentage not functioning. (Photograph #22)

Two ceiling fans create a strobe effect, so that four lights must be left off at all times. There is task lighting on the five tables in the Reading Room, but none in the Reference area or magazine area. At night during the winter months, light intensity and illumination is so low that older adults cannot read in these two areas. (Photograph #22)

At some points during the afternoons, the natural light creates a glare that forces patrons using computer laptops to move to another table, or those using computers to move to another station. The two tables on the mezzanine have no task lighting, and the inset lights at 14’ feet make for poor reading conditions. Because there is no central point to turn off all lights in the building, staff must go from area to area and floor to floor when shutting down or opening up the building. (Photograph #4)

As you move north along the front of the building, however, a porch covers the ramp and prevents natural light from entering the circulation area. The north and northeast sides of the building offer inadequate natural light on the mezzanine and underneath in the stacks (7’).

There are, however, two positive lighting notes. The orientation of the front of the building is south, with a Palladian window that gives excellent exposure to natural light, which extends then into the barrel-vaulted Reading Room. In 2012, the Children’s Room, which was renovated with new light fixtures, ceiling tiles, and furniture, and painted a ‘Frisky’ yellow, now has superb natural and artificial lighting.

Power

Wiring has been performed on as-needed basis for decades, and cannot be made adequate without a complete renovation of the facility or a rebuild. The most recent wiring upgrade was done in the 1990s.

We have a limited number of floor and wall outlets and must run extension cords and surge suppression extension cords to plug in banks of computers in the public area-a situation which leads to messy wires that seem always to be snagged under the PCS and tables.

In the Reading Room, the tables must be located *over* the outlets so that users do not trip on the cords. This severely limits the location of tables. On the mezzanine, there are two tables, and one floor and one wall outlet.

Technical Services has one floor outlet for five staff workstations and a typewriter. When performers use the children's room, extension cords must be stretched across the room, creating hazardous conditions. Patrons must run a cord to the wall outlet when the floor outlet is being used.

The Children's Reference Desk wiring is covered under a rubber strip, but runs across the floor near the catalog terminals children use.

Rest Areas

There are one men's and one women's restroom on the first floor, both equipped with changing stations. Within the restrooms, the flooring is over twenty-five years old; doors are inaccessible for the handicapped. Over time, the equipment and stalls have degraded, and are very difficult to keep clean. The custodian has one small closet on the first floor adjacent to the rest rooms and must store paper products, cleaning supplies and equipment to service the entire building. (Photograph # 17)

Located behind the Circulation Desk, the restrooms are not easily seen by patrons, who must ask. Youth staff cannot see the restrooms from a service point. Because there is no children/family restroom adjacent to the Children's Room, caregivers must leave the children's areas and go awkwardly around the back of the Circulation Desk. (Photograph #5)

SPACE

Space is at the heart of our need for a new facility:

- currently there is not enough space to accommodate growing collections, especially in Young Adult, Paperback, Children's Fiction, Fiction/Mysteries and Large Print.
- there are no areas or rooms of any kind for library or community special use.
- there is no quiet space for reading or working other than the Local History/Genealogy Room, which is open to the rest of the library.
- there no private rooms for individual or group study.
- there is inadequate space for displays and artwork, especially in the Children's Room, where there is very little wall space.

- throughout the Library, furniture groupings are tight, and not all areas are ADA compliant between shelving and furniture.
- lower level, which is the only space where the majority of the fiction and newspapers can be shelved, cannot be staffed and has no windows. Patrons comment that the space is inconvenient, unpleasant and unwelcoming.
- one men's and one women's restroom serve adults, caregivers and children and staff.
- there is insufficient work space for all library departments. (Photographs #9 and 10)

If we are to adequately serve the needs of the community and make the Library a welcoming facility with which to engage the intellect and imagination of our patrons, space is our prime concern.

CHILDREN

In the Children's room, for example, the picture book area, which is somewhat secluded by means of shelving, has 5,320 titles and a median publication date of 2003. Because of a lack of space, we cannot maintain many classic titles, let alone those published in the 1980s and 1990s. (Photograph #14)

Notably missing are chairs for parents to sit comfortably, especially with a child on their laps. (Photograph #14)

Because of lack of space, the top 2-3 rows of our picture book, children's fiction, children's nonfiction, and DVD collections must be utilized, putting them out of reach for most youth patrons. Users often need stools to pull things from shelves, which both limits browsing and creates a safety hazard if children are not closely supervised.

There is enough floor space for strollers during low-traffic times, but during high-traffic times, especially baby story-time programs, the Children's Room is packed, and strollers present a serious obstacle to collection use and general mobility through the room. (Photograph #13)

There are no dedicated family/children restrooms; caregivers must go out to the restroom located behind the Circulation Desk which is hugely inefficient.

Story time attendance averages thirty-five to forty parents and children and is held on a story-time rug with chairs arranged around it, with a single bench for parents and caregivers. (Photograph #13)

Children's programs take over the entire room depending on the type and attendance, limiting access to the collections and the computers. Patrons report feeling uncomfortable in browsing the collection when programs are being held.

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The double doors to the Room are closed for some programs, particularly those with music, but the doors are not sound proofed, and the noise generated by the activities in the Room is a frequent source of complaints from our patrons.

There is no seating in the Room other than a caterpillar activity bench that seats four and two stools in front of computer stations. Toddlers have no safe space to move or play.

There is also neither separate program room with kitchen facilities, nor a separate craft/activity room for the children. Crafts are done at the three new tables and chairs (purchased in 2012) adjacent to the story-time rug and the carpet becomes dirty as a result of the crafts and refreshments served at programs. These same tables must serve children to do their homework and read. (Photographs #11 and 12)

Safety is also compromised by space, requiring super vigilance. When performers use the Children's Room, extension cords must be stretched across the room. Several outlets in the children's room are unusable. This is especially hazardous in the heat of summer when fans are in use. Children's Reference Desk wiring is covered under a permanent rubber strip that runs awkwardly across the floor.

Sightlines are such that during high attendance programs, areas behind the non-fiction shelving are obscured.

YOUNG ADULT

Many of the same limitations are experienced in our Young Adult Corner:

The Library has high traffic from the teen population during after school hours, but there is no room for a separate teen space.

Instead, a small area is partitioned off with furniture: two (music) CD storage cabinets on one side, and a plush loveseat on the other. Staff cannot supervise teens from the Youth Services offices *or* from the Children's Reference Desk, and there are frequent complaints from patrons and staff about the noise generated by the teens.

Space does not allow for computers, which are in high demand among this population; nor does it allow for adequate seating at tables, also in high demand. A table in the center used for homework seats only four. There is no space for floor seating. (Photograph #16)

Space is also severely limited for the collection for this age group. Youth staff is currently weeding fiction that has not circulated in two years, which is more aggressive than best practices suggest.

GENERAL

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Shelving is also inadequate to meet current collections needs, and has no opportunity to grow. This causes us to weed continually and more aggressively than should be done.

At our current levels in adult fiction we are doing draconian weeding—using arbitrary dates to limit the size of the collections in almost every area of the library. Currently we are removing young adult fiction books that have not circulated in two years. Nonfiction collections are weeded through completely every 1-2 years, and our Fiction collections are weeded twice a year.

There is not enough space to accommodate growing collections, so we primarily keep materials that have circulated in the last five years. Young Adult, Paperback, and Children's Fiction are the most problematic collections, and Fiction/Mysteries and Large Print are following closely behind.

STAFF

The largest staff area is on the mezzanine-Technical Services. Four full-time and one part-time staff are squeezed into approximately 1,015 square feet with five workstations, storage for technical and office supplies, a copy machine, two printers, a typewriter, a sink and microwave, and mending and processing tables. One wall is taken up with shelving used for storing our computers, peripherals and accessories. The center of the space is devoted to processing materials. Here there is only one table inadequate for large deliveries, unpacking and processing materials. (Photograph #9)

Children's staff has one small office with two desks for two full time staff members. It is commonly crowded with books and craft materials, with only one desk usually accessible.

A reorganization in 2012 of the Green Room, which is across the building from the mezzanine, made for some much-needed storage, but the department requires additional and separate storage for books, craft supplies, children's program supplies, paper products, etc. (Photograph #10)

Because this storage room must also double as the staff "break" room, when the room must be used for interviews, Trustees meetings, Friends Executive Board meetings or other business, staff have nowhere to go. Staff also has no designated place to store their belongings or to hold staff meetings.

There is also insufficient space to organize materials and store them based on frequency of use. On the mezzanine, for example, one closet contains six folding tables, our folding screen and twenty-five stacked chairs. For every adult program or event, the folding tables must be pulled out to retrieve the screen, and the tables and chairs must be retrieved and returned after every program. Every year, for example, when the Library hosts the Lynnfield Schools Holiday Concert in the Reading Room, five heavy oak library tables must be unplugged from their electrical outlets' and relocated to other parts of the building, and about fifty chairs set out. Our custodian is only part-time (20 hours per week 6:00-9:00 a.m.), so the staff must do this. (Photographs #7 and 20)

All adult library programs with prospective attendance of over thirty (as well as the Friends' annual October book sale) must be held at Lynnfield's Meeting House, across the common, which must be rented from the Historical Society at a cost of \$75.00 for each event. (Photograph #8)

The Library attic is also accessible only from a wall opening reached by a step stool. This opening is intended for access to the interior of the roof; however, the Fire Department allows storage of a very limited amount of items at the opening. (Photograph #19)

Donated materials for our book sales, left outside of the Circulation Office, must be brought down by elevator to store in the Mechanical Room. (Photograph #21)

Additional, well-designed and designated work, storage and Friends' space would eliminate the constant inefficiency of opening, removing and returning of items and materials to closets, attic wall openings, and storage bins.

FLEXIBILITY

Flexibility is minimal.

Part of the reason for this is that because of previous construction, the floor plan is a truncated L-shape. If you are in the doorway of Children's Room, you can see the Reference Desk, but fully one-half of the Library is out of sight.

There is space on the mezzanine (approximately 576 feet of shelving and 600 square feet open space) where two tables can be arranged for small programs of twenty-five or less. We do not offer this space to the public and its use is strictly controlled by the Director.

We are obliged to use a rolling cart(s) to move refreshments, signage, paper goods, books and handouts for each program or event.

All shelving is fixed in place.

The lower level is unsuitable for anything but storage. It has fixed shelving, no windows, and only a small open space.

All moveable furniture includes:

- three craft tables, twelve chairs and a bench in the Children's Room.
- a loveseat, chair and ottoman that partitions the 143 square foot area for the teens.
- the two music CD displays that form one side of the teen area can be moved only when emptied.

Future Needs

Increasingly, public libraries will play a more important educational and socially connective role in people's lives through both a physical meeting place and technology. As Lynnfield population expands over the next twenty years by 500 to 600 individuals, both the number of children and retirees will increase disproportionately, making both young children and retirees a focal point for services not provided in other venues. Programs for young children serve a community need not met anywhere else, and as retirees live longer, healthier and more active lives on limited incomes, they will come to rely more on public services for intellectual stimulation and recreation.

The range of services we must provide is extensive, ranging from adult programs such as author series, concerts, book discussion groups, lectures on areas of community interest; to increased teen programs and broader print and media collections; to quiet spaces for reflective reading and study; to community meeting spaces for special projects and activities.

In the future, we would like to develop the concept of the library as a destination—a place where patrons and residents meet, have coffee, make direct contact with library offerings and schedules, and perhaps linger for enrichment programs. We conceive of the library as playing a central role in an evolving social and intellectual lifestyle that utilizes print and visual media, interactive technologies, and face-to-face activities.

As urban planner Ray Oldenburg, suggests, our library would become a "third place"—somewhere separate from the home and the workplace—that provides a variety of experiences that could potentially entice people to stay for greater periods of time. A "third place" provides a central destination to engage community members in its multiple services. It is comfortable, welcoming, highly accessible, and thoroughly engaging.

PATRONS AND STAFF NEEDS

CHILDREN

To meet the needs of children, the library would need to provide:

- Private space for children's programs which would not interfere with regular children's library use, or cause noise to interfere with other patron activities.
- A separate area for toddlers, with adequate seating for parent and child.
- Separate story time area or room.
- Separate craft or activity room with kitchen facilities and storage, with washable surfaces and floors.
- Separate family/children restroom.

YOUNG ADULT

- Private study rooms for tutors or students working on joint projects.
- Space for computers for research.

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- Adequate seating for quiet reading.
- Expanded collections of print and media.

ADULTS

- A program meeting room for the community, with kitchen facilities and storage.
- Adequate shelving for fiction, large print.
- Areas with comfortable seating for quiet reading.
- Tables and chairs for workspace, lap-top use.
- Scanner, printer, printer release station.
- Informal "Café" coffee/tea serving area for meeting and socializing, with information on upcoming and ongoing library programs.

RETIREEES

- Service aids for better mobility and visibility through the facility.
- "Café" coffee/tea.
- Age-related programs and intellectually invigorating activities.

STAFF

- Dedicated space for staff meetings and breaks, with kitchenette and areas for storing personal items and outerwear.
- Enlarged space staff workstations, storage and processing materials.
- Separate restrooms.

SITE CHANGES

- Adequate on-site parking.
- Adequate disabled parking and building access.
- Adequate wiring for all technology.
- Adequate restroom facilities for children, adults and staff.
- Adequate space for children's paraphernalia.

Note: Citations and other source material are available upon request at the Lynnfield Public Library.

Photographs

Provide photographs with descriptive captions showing existing conditions of the library's site and in the building.

PART 2B: LIBRARY CAPACITIES/SEATING

Print Volumes- Adult	39,041
Print Volumes- Children	19,773
Print Volumes- Young Adult	1,939
Print Volumes- Other	
TOTAL PRINT VOLUMES:	60,753
Periodical Subscriptions	178
Videos (DVD, VHS, other)	4,776
Musical Recordings (CD, cassette, other)	1,919
	2,796
Other AV Materials	
TOTAL AV:	9,491
Seating- Adult (# of seats)*	88
Seating- Children (# of seats)*	21
Seating- Young Adult (# of seats)*	7
TOTAL SEATING:	116
Fixed Computer Stations- Adult**	10
Fixed Computer Stations- Children**	0
Fixed Computer Stations- Young Adult**	0
TOTAL PUBLIC COMPUTER STATIONS**:	10
Parking Spaces- Staff	5
Parking Spaces- Library Patrons	17
Parking Spaces- Handicapped	3
TOTAL PARKING SPACES:	25
Meeting Room Seats (Main)	0
Other Conference/ Board Room Seats/ Quiet Study Seats	0
Storytime/ Program Room Seats	0
TOTAL PROGRAM SEATS:	0

* Seating includes all reader seating at tables or carrels as well as casual or lounge seating. Do not include tables used for shelving or display of library materials. Do not include seats at fixed computer stations.

** Computer stations include Public Access Computer terminals for internet and software programs- do not include stations for library catalog access only.

PART 2C: ANALYSIS OF SERVICES & COLLECTIONS

Using basic methods and standard tools, analyze patterns in borrowing, library visits, reference and information services, and program attendance. Use this data to determine collection, services and programming needs. Draw conclusions regarding the library's collection, services and programming needs based on these patterns and your understanding of the impact on future trends in your community. Use charts to help illustrate. Methods and tools to use may include:

- Comparison with current standards for public library service using the most recent Wisconsin Public Library Standards (http://pld.dpi.wi.gov/pld_standard) or other nationally accepted standard (specify):
- Comparison of collection and service data with similar libraries statewide using Massachusetts Public Library Data at <http://mblc.state.ma.us/advisory/statistics/public/index.php>, which provides financial, demographic, personnel, and service data reported annually by public libraries to the MBLC
- Analysis of borrowing, reference and information and program attendance trends
- Analysis of the age of various elements of the collection and per-volume use using analysis provided by your network or by sampling method
- Analysis of trends in the library's gross acquisition rate (all additions) and its net acquisition rate (additions minus deletions)
- Additional data collection tools at http://guides.mblc.state.ma.us/building_program_datatools

Circulation, Reference, Program Attendance, and Library Attendance

CIRCULATION

As of June 30, 2013, Lynnfield had 7,911 registered cardholders. There have been three cycles of increasing and decreasing cardholder statistics that reached a high of 10,325 in FY2004 and a low of 7,525 in FY2012.

Our circulation totals by format (i.e., Fiction, Audio books, DVD, Graphic Novels, etc.) enjoyed an overall increase of 21% from FY2003 through FY2012 and a 15% increase from FY2006-FY2007. An increase of 29% in eBook and downloadable audio book usage from FY2011-FY2012 might have impacted the circulation which decreased 6% in the same period. Adult fiction (18.6% of our circulation totals); Nonfiction (17.3%) and DVDs (i.e., rental, series and nonfiction) have proportionately the highest circulations in adult materials. Children's picture books (13%), Easy Readers, Fiction, and Nonfiction (17.3%) have the highest circulations in children's materials. Fiction and music CDs are the most popular with the teens - 47% and 40% usage respectively.

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Children's materials make up 37.4% of our circulation totals and, together with young adults, are 40.8% of our circulation. This has remained consistent for the last fifteen years and is not expected to change.

The average age and median age by format of our collections are 2000 and 2004 respectively---the result of aggressive and consistent weeding by the staff.

Selected Library of Congress classifications statistics indicate that cooking and crafts make up a total of 19.8% of our circulation totals. (Data collection began in 1981 when the Library joined the NOBLE consortium). In FY2013 usage dropped slightly to 18.8%. Medical topics and other health-related information enjoy 9.1% of the circulation and increased to 14% in FY13. Literature and language saw a decrease from a high of 13.9% to 8.7%. (The high school media center collected resources to meet student needs for a major junior year literature paper where in the past the students relied on the public library's collection). History, which includes travel guides and literature, saw an increase of 12.5% to 14.2%. Psychology and self-help issues increased from 5.7% to 6.8%.

Materials borrowed from other libraries through interlibrary loan increased 55% from FY2004 through FY2012. Increase in the materials that Lynnfield sent to other libraries increased by 115% during the same period.

REFERENCE

In FY2009 the data collection method for our reference statistics was changed, explaining the significant difference between FY2008 and FY2009. The reference staff expanded its data collection to include interactions with patrons regarding their behavior and also questions from patrons about use of the computers, scanner, printers and print release station. Approximately 50% of the reference queries occur with patrons at the reference desk. Another 33% of the queries are handled by telephone and 10% involve in-house questions about computer use, the scanner, etc. Online databases usage such as EBSCO increased from 417 log-ins and 5,828 searches (FY2011) to 785 logins and 9,611 searches (FY2012). NoveList similarly increased in usage from ninety-six log-ins and 344 searches in FY2011 to 408 log-ins and 1,420 searches in FY2012.

PROGRAM ATTENDANCE AND LIBRARY ATTENDANCE

Between FY2003 and FY2012, the Youth Services Department was led by three different librarians. The variety and quantity of programming, and the number of participants was considerable: the department experienced a high of 240 programs and 5,055 attendees at one point and a low of 157 programs and 2,606 attendees. The now current Head of Youth Services was promoted from Circulation Manager and held both positions simultaneously for three months until a replacement could be hired.

The Assistant Director is responsible for all adult programming. The position was frozen in September 2008 when a vacancy occurred and was restored in September 2012. The number, quality and attendance of the programming varied widely between FY2008 and FY2012. The programs ranged from a total of sixty-six in FY2008 to 30 in FY2012. Program attendance increased to 1,150 in FY2008, 1,550 in FY2010, decreased to 1,313 attendees in FY2011 and then went to a high of 1,580 in FY2012. Although the number of programs decreased, attendance increased by 33% in that same period.

Youth Services staff began collecting young adult data separately in FY2009. Program and attendance ranged from eight programs and seventy-eight attendees in FY2009 to nineteen programs and 122 attendees.

The Past Decade and the Future

Select changes to our collections and services in the past decade are as follows:

- reduced and/or eliminated portions of the Reference section, magazine back issues, Books on Cassettes and Video collections (approximate equivalent of 975 feet of shelving)
- increased Large Print, DVDs (rental, series and nonfiction), Books on CD, and Language Courses on CD collections
- created school book reference collection for in-house use
- added collections of Young Adult and Children's Graphic Novels
- added eBook and downloadable audio collections
- Library web pages redesigned for greater ease of use and readability
- joined Facebook for greater visibility
- created eVersions of the Library newsletter and monthly calendar
- hours open to the public increased to sixty-four hours per week in FY2011
- installed online Museum Pass Program reservation software
- instituted eNotifications for our patrons for overdue items and those on reserve
- expanded Homebound Services

Future trends that could impact our services, collections and programs include:

- population will age: In 2020 Empty Nesters (55-64) and Retirees (65-85+) will increase by 17% and 24% respectively and by 2030 Empty Nesters will decline by 9%, and Retirees increase by 23%
- population numbers will remain stable because there is little buildable land and high property taxes might discourage young families
- increased demand for services and programs for retirees that could include mobility aids requiring space for easy access and storage, and aids for the visually-impaired
- increased demand for a building infrastructure that will support laptop use; in-house use of eReaders and iPads; charging stations; modular workstations with adequate lighting

- Media/Computer Center that supports patron and staff education and training, and use of eReaders and mobile devices
- interlibrary loan service usage will increase
- increased demand for community and library meeting/program space for adults, teens and children

The circulation totals by format and subject are consistent with the interests and tastes of our stable and aging service population. They like to travel and use our guidebooks extensively; they enjoy reading fiction and beautifying their homes and gardens. Medical issues and other health and lifestyle topics are of importance as indicated by a 5% increase. Patrons also enjoyed our eBooks and downloadable audios as seen by the 41% increase in combined circulation from FY2010 to FY2012. Children and teen material circulation will remain high particularly if the MarketStreet housing complex brings more new families into Town. Program numbers and participants will remain about the same; an increase in adult programming only is anticipated. Because of the program space limitations, we do not anticipate substantial changes in children and teen programming attendance.

We will see a continued increase in eBook and downloadable audio usage, and commuters and vacationers will continue to use books on CD. Teens may move to iTunes in increasing numbers. Although Large Print materials make up only 2.9% of our total circulation now, increasing numbers of Empty Nesters and Retirees will put greater pressure on the Library to increase the size of this collection and Books on CDs, and to create suitable programming for this age group.

Patterns of use indicate an uneven increase and decrease in print circulation and library attendance or, at best, changes that will be difficult to predict. eBook and downloadable Audiobooks have enjoyed a huge increase in popularity (Our eBook and downloadable audio circulations have soared from a circulation of 109 in FY2009 to 375 in FY2010, to 481 in FY2011, to 1,915 in FY2012). This has impacted our circulation totals. Our patrons are accessing our homepage and Facebook and our electronic versions of our newsletter and monthly calendar which is indicated by a steady increase in web renewals and hits in our home page.

Note: Citations and other source material are available upon request at the Lynnfield Public Library.

PART 3: PLANNING ACTIVITIES

PART 3A: PROPOSED PLANNING PROCESS AND PARTICIPATION

1. Describe the process for engaging the community in assessing and determining the facility needs.

The process of engaging the community will involve a number of steps, from the formation of a building assessment committee to hiring consultants; to developing a survey in online and print formats for town distribution; to conducting focus groups; to connecting with other town organizations and special interests; to conducting interviews; to holding public forums; to setting up library information displays and tours of the facility.

It is our intent to reach out to all aspects of the community in order to respond to their conditions and needs from the outset, to educate them on what their library offers them now and to what it can offer them into the future through adequate planning.

We want to make the Library a community hub that is accessible, where people are intellectually and recreationally engaged, where space is comfortable, and where people come to meet each other.

1. Building Assessment Committee Formation:

To meet the municipality protocol for establishing city/town committees, The Library Board of Trustees, the Board of Selectmen and the Library Director will jointly form a Library Building Assessment Committee. It will receive a charge from the Board of Selectmen to complete the space planning and schematic design of a major library building project.

This will be an ad hoc committee of no fixed number of members, which will represent the community with a mix of age, gender, ability, and skill. The committee will include Library trustee(s), the Library Director, Library staff members, interested and committed community members, Friends' members, and leaders in local government, education, and the business community.

It is important to recruit committee members from all Library stakeholders—those who will use the library or at least support its concept, especially teenagers. Membership criteria will include:

- a strong interest in the library and what it represents;
- an ability to work cooperatively and successfully within a group;
- connections to and respect from local government, educators, and/or the business community.

Members must be willing to become knowledgeable about public libraries in the 21st century, and to set aside personal differences to work for the good of the group and the town.

2. Simultaneously, the trustees will hire:

- Library Building Consultant to facilitate the workings of the committee in developing the building program.
- Consultant to develop an Outreach Committee, as a sub-committee to the Assessment Committee, to develop a marketing strategy to communicate the building project to the Town.

And recruit Spokesperson(s) from the Town to work in tandem with the Committee and the consultants, whose primary responsibility will be to approach groups and organizations in town, both informally and formally, to promote our project.

Community spokesperson(s) will be someone who is well-connected and respected throughout the community, but not necessarily part of the official Town structure and not the Library Director or a Library staff member.

Spokesperson characteristics must include:

- a focus on community interaction;
- good communication and listening skills;
- the facility to anticipate multiple points of view and to deal with them diplomatically;
- independence from other town special interests;
- an enthusiasm educating the public to become informed Library supporters.

3. Committee functions:

The committee will:

- assess the community's needs, identify assets and deficits of the library's facility in meeting those needs, and develop plans for recommended building improvements.
- prepare presentations and print materials, and establish an electronic presence within the community designed for and targeting different stakeholders.
- publicize the work of the Building Assessment Committee and consultants through print and electronic outlets to community stakeholders and members of surrounding towns that make up the Library community.
- conduct focus groups with Library staff, Trustees, Friends, and Stakeholders.

focus groups will be organized according to issues of concern—such as education, business, historical concerns, sports and recreation, age group (such as teens) or family role (such as parents), etc.

- contact and meet with various town organizations, including: PTOs, Senior Center, Historical Society, Rotary, an ecumenical meeting of churches and other groups.
- contact, meet with, and make presentations to town Boards and Commissions, including: the Conservation Commission, the town Planning Board, School Board, Historical Commission and Finance Committee.

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- conduct face-to-face interviews with the Town Administrator, Superintendent of Schools, Selectmen, and select Finance Committee members.
- hold two public forums to discuss site and planning issues.

The Library Director and trustees, specifically, will utilize the Library print database of 1100+ e-Newsletters and monthly calendar recipients to:

- promote the process of community input through print and online outlets, and invite interested residents to join in assessing the library facility.
- develop a survey in online and print formats and distribute to key figures and centers within the Town, e.g. Town Clerk, Senior Center, etc.

The Library staff specifically, will:

- offer the public tours of the building and site.
- develop information and displays in the library and at other venues to promote public awareness and solicit input.

2. Describe the process and level of involvement of staff in assessing and determining the facility needs.

The Library Staff enjoys a unique perspective in their familiarity with the building, services and collections. They have institutional memory as well as individual expertise. They are, of necessity, very practical and realistic.

Our goal is to achieve an informed and comfortable staff, one that has a deep enthusiasm for learning and a sincere desire to interact warmly and productively with the community. Because a project of this magnitude engenders a great deal of anxiety and frustration, we believe that the staff will be a key resource in library effectiveness.

Because of this, it is important to involve all staff from the beginning in appropriate and meaningful ways in which they feel comfortable and productive. Department heads will determine the best method to approach each staff member and what their level of involvement will be. Custodial staff and the town maintenance department will also be involved.

To this end, staff will be:

- educated to the assessment process and to the need to assess what we have and determine what we need.
- consulted and information elicited through focus groups.
- asked to walk through a typical day using preliminary design plans.
- kept attuned to the project schedule, and of the communication methods/style (electronic / print) in use for each phase.
- continuously informed of updated sub-goals, stages and project timelines.

3. Describe the level of support by the community and municipal officials for major library facility improvements.

Some kind of renovation to the existing library building has become more and more a matter of necessity from the early 1990s.

In 2006, a local architect, working with one of the trustees and the current Library Director, developed a design concept called the "Bow-Tie" that would add about 4,700 square feet to the facility. The design was publicized, but there was no strong support acknowledged from the town officials or the community.

In 2009, a twelve-question survey was sent to all households (about 4,400) in the 3rd QTR tax bills. Its intent was to get a sense of what our patrons and residents thought of the library, with seven questions directly or indirectly inquiring about the facility, including:

- the adequacy of existing library;
- the best way to address its space needs now and in the future;
- preference for renovating or building, and/or the amount of funding that the community would be willing to undertake.

Comments overwhelmingly complained about the insufficient space for library programs (adult, teens and children), insufficient parking, the lack of community meeting rooms, and absence of designated space to read and work quietly, or to study in small groups. They also cited a lack of appropriate space for teens, children and toddlers.

On August 31, 2011 the Library Director and two trustees met with the Town Administrator to update him on the library building expansion plans and other town building needs/plans. Subsequently, the Town Administrator put a library expansion/renovation on top of the list of Town facilities needs.

His suggestions on how this could be done included:

- To purchase the property where the Post Office is located and expand onto that site. In January 2013, the Post Office renewed its five-year lease, ending the possibility of any lateral expansion onto this property.
- To make Arlington Street a one-way street and close it off to any traffic.

This would provide a footprint sufficient for an expanded facility and parking that might meet MPLCP requirements.

We also discussed:

- library construction grants and, when the next round is planned (FY2016-FY2017), timings on land acquisition, etc.
- a possible collaboration with the sports community on a projected fields project (sports and recreation enthusiasts are a powerful group in Town).

In the fall of 2011, the Library Trustees decided:

- to broaden the conversation on the 2006 Bow Tie design, citing flaws and inconsistencies in the design.
- to align themselves with the MBLC Construction Program.

At this time, both private conversations among the Library Director, Town Administrator, Trustees, Selectmen and Finance Committee members as well as public discussions acknowledged the need for an expanded or new facility.

On August 8, 2012, the Library Director sent the Chairman of the Finance Committee a possible timeline for our building project done by Rosemary Waltos, Library Building Consultant, for the Massachusetts Board of Library Commissioners.

In December 2012, the Library Director was informed that the Board of Selectmen was creating a capital facilities committee to review the present and future needs of the police and fire departments, Town Hall and the Library. The Library had become a priority given that all other major building projects (addition to the high school, renovations to the two elementary schools, and a new middle school) were completed. The Library Director and trustee(s) were to be named as part of that committee.

This conversation marked a milestone for us: it was the first incident of an elected town official stating that the library renovation would be included in any future facility planning and discussions within the Town.

On September 10, 2013 at the Selectmen's Meeting, the possible Library building project became public. Chairman of the Board of Selectmen announced the creation of a committee of 5 to 6 members which would be charged with examining various proposals that have come up in recent months, e.g., "a new public safety building, town hall

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renovations, a recreation center, and either a new library or renovations to the existing one." The committee would look to repurposing existing structures and to other potential locations in town. (The only buildable land owned by the Town is a 13-acre parcel on Summer Street, about 2.3 miles from the present library.)

October 2, 2013 the Library Director met with a former Town Moderator and Selectman regarding the opening of the BiblioTech Bexar County Digital Library (TX) in September 2013. We talked about how this dramatic move in Texas to an all-digital library could influence the public discussion of a new or renovated facility in Lynnfield.

At Town Meeting on October 21, 2013, another milestone was achieved when a proposed \$3 million sports fields project met opposition, and the possibility of a renovated or a new library was championed again and again during discussion.

An article in the October 24, 2013, *Lynnfield Weekly News* covering the Town Meeting stated that "The capital planning committee will be tasked at evaluating all the town's capital building needs such as a new library, public safety..."

A subsequent article in the November 26, 2013 *Lynnfield Villager* regarding the facilities committee membership included the library as one of the departments slated for "possible expansion or replacement." On December 16, 2013, Lynnfield.Patch.com reviewed the charge to Capital Facilities Advisory Committee by the Board of Selectmen, and the *Lynnfield LIVE!* Winter 2013 newsletter included an article by the Director on the Planning & Design Grant Application and what it would fund, if awarded.

Note: Citations and other source material are available upon request at the Lynnfield Public Library.

4. Has the building program for the project been written and approved by the Library's Board of Trustees?

Yes No

PART 3B: SPECIAL CONDITIONS

If not already included in this application, explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demography, economics, branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size.

As outlined by Rosemary Waltos, Library Building Consultant, MBLC, neither our project nor the Town of Lynnfield has any special conditions that could have an effect on the project's size or scope.

PART 3C: TIME FRAME

Provide a timeline for implementing a planning and design project. Below is a chart of sample activities to help you in developing a timeline.

TIMELINE FOR A PROJECT FOR PLANNING AND DESIGN	
ACTIVITY	DATE(S)
Form a library needs committee	July, 2014
Receive municipal approval for the project and to apply for, receive and expend grant funds	April 28, 2014
Write or revise a Library Building Program	February, 2015
Hire an Owner's Project Management firm	April, 2015
Hire an architectural firm	July, 2015
Study two or more building sites	August, 2015
Investigate chosen site through survey, test borings, contamination study, etc.	October, 2015
Prepare schematic design & cost estimate	February, 2016
Other activities (specify)	

5. Has the building program for the project been written and approved by the Library's Board of Trustees?

Yes No

PART 4: FINANCIAL

PART 4A: ESTIMATED PROJECT COSTS

Estimate Planning and Design costs below. If the building will be shared with another municipal department, only planning for the library portion is eligible for MPLCP funding; planning costs should be prorated. If this applies to your project, indicate how proration was calculated.

ACTIVITY/ITEM	INCURRED*	ESTIMATED ELIGIBLE COSTS	TOTAL
Library Consultants	0.00	0.00	0.00
Committee Expenses	0.00	0.00	0.00
Project Management Fees	0.00	30,000	30,000
Architect/Engineer Fees	0.00	45,000	45,000
Contingency	0.00	0.00	0.00
Site Investigation Expenses	0.00	0.00	0.00
Other Costs**	0.00	0.00	0.00
TOTAL	0.00	75,000	75,000

*Costs incurred before grant award date are not eligible costs and will not be funded

**Please identify other costs on a separate sheet following this page

Note: Total Estimated Eligible Costs may exceed \$75,000. Eligible costs for this grant round are those project costs or proportional costs directly related to implementing interior and exterior aspects of an eligible project. Eligible costs for a Planning and Design grant are listed on the chart above

PART 4B: LOCAL FUNDING PLAN & SOURCES

Describe your plan for raising the local funding for this Planning and Design project and indicate funding sources in the chart below.

The Library will use secured State Aid Funds for the local match.

	SECURED	PROPOSED	TOTAL
General Funds	0.00	0.00	0.00
Bonds	0.00	0.00	0.00
Accumulated Capital Construction/Improvement Funds	\$6,398.20	0.00	\$6,398.20
Trust Monies	0.00	0.00	0.00
Gifts	\$106,055.00	0.00	\$106,055.00
Federal Funds (Specify _____)	0.00	0.00	0.00
MA Public Library Construction Program Funds* (this grant proposal)		\$50,000	\$50,000
Other State Funds (Public Library Fund)	\$1,282.96	0.00	\$1,282.96
Other State Funds (Specify _____)	0.00	0.00	0.00
TOTAL	\$113,736.16	\$50,000	\$163,736.16

*This amount shall not exceed \$50,000 or 2/3 of Estimated Eligible Costs from the previous section, whichever is LESS

PART 5: ASSURANCES & CERTIFICATIONS

PART 5A: QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

The Project Director is the person who will be responsible for coordinating activities under the Planning and Design grant. The Project Director, who is typically the Library Director, will be the primary contact with the MBLC.

Complete this form for the project director:

Name and Position Nancy D. Ryan, Library Director

Current Duties and Responsibilities:

- Planning and Policy Making
- Fiscal Management
- Personnel Management
- Library Program Management
- Property management
- Public Relations

Proposed Project-Related Responsibilities:

- Form Library Building Assessment Committee
- Complete a Library Building Program
- Fulfill Library-related responsibilities for hiring Owner's Project Manager and Architect
- Complete schematic design
- Complete preliminary cost estimate

Serve as Member/Advisor/Ex-Officio to the following:

Library Assessment Committee

Capital Facilities Advisory Committee: provide oversight of Library location, site and space needs

Coordinate and integrate:

Library-related public relations information and presentations, press releases

Oversight of Staff education and training

Municipality: Lynnfield

Library: Lynnfield Public Library

Qualifications, Education and Professional Experience Applicable to This Project:

M.L.I.S., Simmons College

B.A., Literature and Art History

Director, Community Mediation Program, Salem and Peabody District Courts (1990-1994)

Lynnfield Town Pride Award, Lynn Chamber of Commerce, 2010

Completion of Long Range Plan FY2013-FY2017

Comprehensive renovation of the Children's Room included:

New furniture

Wall mural

New lighting

New paint

Community Outreach Initiatives that includes:

Supervised:

Redesign of Library homepage

Creation of electronic versions of Library Live! Newsletter and monthly calendar

Resumed publication of quarterly Library Live! Newsletter

Programming that includes:

BookLovers

Curious about Cuisine

SAGE

Music series

Collaboration/Outreach with:

Friends of the Lynnfield Library

Historical Society

Historical Commission

Recreation Commission

Lynnfield Schools

Other Boards:

Town Administrator

Finance Committee

Board of Selectmen

Town Accountant

Department of Public Works

Grants

Municipality: Lynnfield

Library: Lynnfield Public Library

LSTA Grants:

Homework Center (1997)

Customer Service (2000)

Preservation Grant (2001)

Lifelong Access Institute: The Library Experience: Older Citizens (2004)

On the Same Page (2013)

Community Needs Assessment:

Long Range Plan FY2013-FY2017

Planning & Design Grant Application 2013/2014

PART 5B: PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

Project Awarding Authority and Fiscal Information

The sole awarding legal authority for this project will be:
(Check one)

- Board of Library Trustees
- Local Building Committee
- Other Municipal Official

William Gustus, Town Administrator

55 Summer Street

Lynnfield, MA 01940

781.334.5411 william-gustus@town.lynnfield.ma.us

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program Planning & Design funds locally:

Christine O'Sullivan, Treasurer

55 Summer Street

Lynnfield, MA 01940

781.334.9431 treasurer@town.lynnfield.ma.us

Municipality: Lynnfield

Library: Lynnfield Public Library

The person legally authorized to requisition and approve local expenditure of Massachusetts Public Library Construction Program Planning & Design funds:

Majority vote of the Library Building Committee membership

18 Summer Street

Lynnfield, MA 01940

781.334.5411 ryan@noblenet.org

Name and address of bank or other institution where Massachusetts Public Library Construction Program Planning & Design funds will be deposited:

Bank of America

One Post Office Square

Lynnfield, MA 01940

781.334.9431 treasurer@lynnfield.towm.ma.us

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Julie McCarthy, Town Accountant

Municipality: Lynnfield

Library: Lynnfield Public Library

Official documents to verify information shown in official accounts will be on file at:

Department of Revenue Bureau of Accounts

Attn: Gerry Cole

P.O. Box 9569

Boston, MA 02114-9569

617.626.4110

cole@dor.state.ma.us

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

William Gustus

Town Administrator

55 Summer Street

Lynnfield, MA 01940

781.334.5411

william-gustus@town.lynnfield.ma.us

Thomas Geary, Director, Finance and Special Programs

Lynnfield School District

55 Summer Street

Lynnfield, MA 01940

781.334.9211

gearyt@lynnfield.k12.ma.us

PART 5C: ASSURANCES OF COMPLIANCE

Applicants shall agree in writing to the following assurances which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years.
2. An assurance that the applicant shall make all full and good faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and 19B. Should the library fail to be certified by the Board to receive State Aid during the period in which the Grant Agreement is in effect, until project completion and final payment, this shall be considered a breach of the contract.
3. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
4. An assurance that the Board shall have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project.
5. An assurance that the OPM, architect and other contractors of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.
6. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
7. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
8. An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.
9. An assurance that the applicant shall assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
10. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
11. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during in order to ensure that the energy system with the lowest life-cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433.
12. An assurance that the applicant shall closely monitor the cost effects of program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff efficient manner considering the type of project and structure.

13. An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.
14. An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize operational costs and maintenance. This shall include provision for a fire-rated enclosure for any exterior book or nonprint materials return that penetrates a wall of the building.
15. An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of the project. This shall include a review for the proposed physically handicapped access plans compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.
16. An assurance that the applicant will provide adequate supervision during the term of the project including an owner's project manager that meets the qualifications promulgated by St. 2004, c.93, entitled "An Act Further Regulating Public Construction in the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c149, section 44A ½.
17. An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first 25% of local matching funds.
18. An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-eligible shares of project costs.
19. An assurance that the Board shall not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award.
20. An assurance that the project will be completed as described in the application and approved by the Board.
21. An assurance that the Board, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the recipient concerning the project, there shall be included a provision requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project (as per Executive Order 195 of April 27, 1981).
22. An assurance that the applicant shall file required reports.

23. An assurance that all income received by the applicant from the Board's grant funds shall be placed in an interest bearing account separate from other applicant accounts. All grant funds including interest income must be expended for purposes specified in the planning and design grant application. Grant funds may not be used to offset costs associated with borrowing.
24. An assurance that architectural design of the project will commence within one year of signing a grant agreement with the Board.
25. An assurance that preparation of documents according to 6.05 CMR 6.10 (1) (a) will be completed and submitted within two years of signing a grant agreement with the Board.

NOTE: Please see the following signed Certification of Application pages.

PART 5D: CERTIFICATION OF APPLICATION

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application (at a minimum, one person officially representing the town and one library trustee representing the library should sign).

Name:

Title and Board/Committee:

Signature: _____ Date: _____

Name:

Title and Board/Committee:

Signature: _____ Date: _____

Name:

Title and Board/Committee:

Signature: _____ Date: _____

Name:

Title and Board/Committee:

Signature: _____ Date: _____

Name:

Title and Board/Committee:

Signature: _____ Date: _____

PART 6: APPENDICES & ATTACHMENTS

(Please number all attachments and list in the Table of Contents section.)

Appendix

- A. Goals and Objectives FY2013 – FY2015
(Long Range Plan FY2013 – FY2017)

Attachments

- 1 Tax Map 29. Parcel between Boston & Maine Railroad and Lynnfield Center Golf Club (1846). Potential site for a library facility. See X.
- 2 Map. Essex County. Lynnfield, MA
- 3 Tax Map 24. Lot 2355. Site of Town of Lynnfield Public Library
- 4 Statement of anticipated Town Meeting vote
- 5 Massachusetts Department of Revenue At A Glance Report for Lynnfield

Color Photographs can be found following page 24.

APPLICATION PACKAGE CHECKLIST

The following checklist is provided as an aid to assembling a qualifying application package. Complete and attach this checklist to the original copy of the application.

- _____ Completed original application, labeled “Original Copy”
- _____ Five additional copies in 1” binders
- _____ All sections filled out and questions answered completely
- _____ Photographs of the existing conditions with descriptive captions
- _____ Copies of town meeting or city council votes (If not included in application, give anticipated date of vote.)
- _____ Appendices and attachments numbered and listed in table of contents

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(Long Range Plan FY2013 – FY2017)

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