



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program

2016-2017 Construction Grant Round Application

Applicant Municipality

Lynnfield

Applicant Library

Lynnfield Public Library

18 Summer Street
Lynnfield, MA 01940

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Library Board Chairperson

Robert D Calamari

Robert D. Calamari, Jr.

Signature

Building Committee Chairperson

Russell Boekenkroeger

Russell Boekenkroeger

Signature

Total Estimated Project Cost:

\$ 21,426,278

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PRELIMINARY APPLICATION INFORMATION/OVERVIEW

A. ABSTRACT

The Lynnfield Public Library currently provides services to 12,761 residents of the community in a 14,323 sq. ft. building. The oldest portion of the building was built in 1856 as a schoolhouse and additions were made in 1959 and 1967, with a renovation in 1991. Achievement of current and future Library goals is hindered by the current facility that has insufficient parking, no programming room, no separated teen room and an inadequately sized children’s room. A transparent due diligence process that engaged Library trustees, staff and town committees and boards, decided that expanding the current facility is not feasible due to surrounding buildings and street configurations. The vision is for the Lynnfield Library to be a vibrant facility, supporting education, lifelong learning and quality of life. The proposed new building would be located on the road frontage portion of a town-owned golf course, 1/3 of a mile from the current location. The new building would comprise 25,874 sq. ft. and include abundant parking, meeting and program spaces, expanded youth services and additional patron seating. The space has been created with the user in mind, with flexible and adaptive spaces taking advantage of the scenic golf course views; which is designed to inspire, stimulate creativity, encourage collaboration and communication, as well as reflect both the goals and values of the community. With a projected 2035 population decline to 11,095, the proposed building will meet the needs of the community now and into the future.

B. PROJECT SITE ADDRESS

Existing facility:

18 Summer Street
Lynnfield, MA 01940

Proposed site:

175 Summer Street
Lynnfield, MA 01940

C. TOWN MEETING / CITY COUNCIL VOTE

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:

- Received on April 25, 2016
- Not received but will seek approval on [Date]

The vote to approve the project’s schematic design has been:

- Received on April 25, 2016
- Not received but will seek approval on [Date]

SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

1. Population of applicant municipality:

a. 2010 U.S. Census Population for population	<u>11,596</u>
b. Later official census population, if different than above	<u>12,761 (2015)</u>
Cite the source(s) used to update census population.	Donahue, UMass
Estimated 2035 Population	<u>11,095</u>
Cite all source(s) used to determine the single projection for the 2035 population	Donahue Institute

2. Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]

a. Population served by Library	<u>12,395</u>
b. If a branch, estimated population served by this location	
c. Attendance	<u>92,963</u>
d. Number of registered borrowers	<u>8,570</u>
e. Total physical holdings	<u>99,211</u>
1)Books	<u>59,428</u>
2)Audio (Compact discs (not CD-ROMs) cassettes	<u>8,256</u>
3)Video cassettes/discs/DVD	<u>5,212,</u>
4)Print periodicals, newspapers & other print serials	<u>839</u>
f. Total circulation activity	<u>141,112</u>
g. Hours	
1)Total number of hours main Library was open.	<u>3,074</u>
2)Total number of hours all branches were open.	<u>0</u>
h. Operating Income	<u>766,580</u>

3. Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)

If project is for a branch Library building, an additional sheet will have branch Library figures

a. Main Library GSF	<u>14,323</u>
b. Year main Library was built	<u>1856</u>
c. Year of most recent renovation	<u>1991</u>
d. Number of dedicated parking spaces	<u>12*</u>
e. Main Library seating capacity	<u>118</u>
f. Number of main Library meeting rooms	<u>0</u>
g. Largest meeting room seating capacity	<u>0</u>
h. Individual or group study rooms	<u>0</u>
i. Number of times all meeting rooms were used	<u>0</u>

* There was an error in reporting in the FY2016 report on ARIS. The number has been updated.

4. Automated Library System as reported by Networks

- a. Member network NOBLE
- b. Type of membership Full
- c. Stand-alone system []

2. PROJECT

1. Library type:

- Main Library
- Branch Library
- Joint Public Library
- Other (please specify) _____

2. Current facility:

- An existing Library facility will be part of construction project
- The existing Library facility will not be part of the construction project
- No Library facility currently exists

3. Proposed project:

Renovation or Renovation/Addition	New Construction
Is the existing building a Library? [yes/no] If no, specify building type: [type]	Site size (acres): 3.424
Date of original construction: [date]	Final size of proposed project: 25,874
Date(s) of renovations and/or addition(s): [date(s)]	
Gross square feet of existing: [GSF]	
Site size (acres): [number]	
Will portions of the building be demolished? [yes/no] If yes, #GSF to be demolished: [GSF]	
Final size of proposed project: [GSF]	

Is the proposed project a Joint Public Library Project? [NO]

Will the proposed project include space for functions other than public Library functions? [NO]

Note: For projects including space housing another agency, organization or department as well as the Library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

4. Size of project*

	Gross Square Feet	Net Usable Square Feet	Unassigned space calculation
From Library Building Program – 8/16	23,868	17,680	35%
From Schematic Design Drawing(s)	25,874	21,395	18%

*Please see the beginning of Appendix F for clarification

5. The completed project will meet or exceed a building efficiency rating of 82%
 (Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
 If efficiency rating is less than 65%, provide an explanation:

6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*
 Yes No If yes, certification level planned - Silver

7. *Does the town or the Library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or Library lease it?*
 Yes No [number] Year Lease , with expiration date of [Date]

8. *The existing building to be renovated is:*
 On the National Register of Historic Places
 On the Massachusetts Historical Commission’s Inventory of Historic and Archaeological Assets
 In a historic district

9. *Space Summaries*
 Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

Guidelines:

Volumes per Capita (Print)

A general rule of thumb is that every Library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats)

Population	Volumes per Capita
Less than 2,500	10
2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4
50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5th ed., 2010

[\[http://pld.dpi.wi.gov/pld_standard\]](http://pld.dpi.wi.gov/pld_standard)

Seats per 1,000 Population

Seating should meet or exceed the number calculated using the table below. For a Library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed computer workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to Library patrons, such as auditoriums, meeting rooms and study rooms.

Population	Seats per Thousand
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren anders: *Public Library Space Needs: a Planning Outline*, 2009
[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

Estimated Capacity Comparison

ESTIMATED CAPACITY COMPARISON CHART

	Current Holdings 12/15	Building Program Capacity 5/15	Building Program Capacity 8/16	Schematic Design Capacity **
Print volumes- Adult	38636	52614	28800	28800
Print volumes-Young Adult/Teen	1813	2816	2200	2200
Print volumes-Children	18513	29456	20350	20350
Print volumes-Other	11	10	4000	4000
TOTAL PRINT VOLUMES	58973	84896	55350	55350
DVDs/Videotapes	5619	7461	5250	5250
Music Recordings	1929	2520	1750	1750
Audiobooks	3339	3644	3100	3100
Other A/V Materials	165			
TOTAL AUDIOVISUAL	11052	13625	10100	10100
TOTAL NO. PERIODICAL SUBSCRIPTIONS	154	184	196	196
Seating-Adult *	70	118	84	100
Seating- Young Adult *	5	46	16	41
Seating-Children *	27	50	36	49
Total Seating *	102	214	136	190
Fixed Computer Stations- Adult	14	14	15	9
Fixed Computer Stations- Young Adult/Teen	0	4	4	3
Fixed Computer Stations- Children	2	3	6	6
TOTAL FIXED COMPUTER STATIONS ***	16	21	25	18
Parking Spaces-Staff	0	10		
Dedicated Parking Spaces- Library Patrons	12	55	71	71
TOTAL LIBRARY PARKING SPACES	12	65	71	71
FTE Professional Staff	6.46	6.46	6.96	6.96
FTE Non-professional staff	6.2	6.2	6.2	6.2
TOTAL STAFF FTE	12.66	12.66	12.66	13.16
Meeting Room Seats *	0	0	0	0
Other Conference/Meeting Room Seats *	0	20	14	12
Programming/Activity Seats *	0	16	15	16
Secure Courtyard	0	0		23
Outdoor Seating	0	0		36
Marjorie Potter Bench	3	3		3

* All seat count comparisons use the definitions from the grant application and do not include Staff seating.

** The areas used for the Schematic Design Seating Capacity correlate with the areas of the Program.

*** Total Fixed Computer Stations do not include Staff computers.

Staff Workspaces

Staff Work Spaces	Building program seats in staff areas 8/16	Program Square footage 8/16	Schematic Design Seats in staff areas	Schematic Design Square Footage
Director's Office	7	300	6	301
Asst. Director's Office	3	150	3	150
Adm Asst's Office	2	100	1	134
Staff Room	6	240	8	293
Public Service Workroom	6	566	3	391
Tech Workroom	3	518	6	872
Circulation Manager & Circulation Assistant Office	2	120	3	494
Youth Services Office	6	317	4	394
Data Center/Telecom. Room Lower Level *	1	180	2	97
	36	2491	36	3126

* The Data Center is listed as unassigned space on original bldg program.

10. STATEMENT OF NEED & PROJECT PROPOSAL

1. Community vision and participation

A. *Community's vision of itself*

Lynnfield is a small residential community, with a rich historical heritage. Its proximity to greater Boston permits convenient access to the historical culture of the beginnings of America, the arts and world-class educational institutions. The community has an appreciation of New England traditions and character and has taken steps to preserve the history of the town.

The scale and ambiance of Lynnfield provide amenities that are a cherished way of connecting with nature and each other through town activities, facilities and public recreational spaces. The community places great emphasis on maintaining a high quality of life for residents and invests in education and safety. Families are attracted to Lynnfield by the excellent reputation of the schools and residents strongly support the schools. Market Street, a new upscale mall area that is a regional and Town asset, delivers convenient access to a wide variety of commercial, food and culinary destinations.

Residents are involved in the democratic process, using an open town meeting format of governance, characteristic of the town's values. Outside attendees at Town Meeting have commented at the openness and respectfulness of Lynnfielders to each other when voicing positions, even when they don't harmonize.

As a measure of Lynnfield's commitment to preserving its rich New England traditions, the Town purchased the Centre Farm property (home and barn situated on almost 7 acres across South Common Street from the old Town Meeting House). The Town wanted to preserve the historic structures and manage changes to the house through historic preservation controls in order to maintain the character of residences around the Town Common.

B. *What is the Library's vision and/or mission statement and how does it align with the community's vision of itself?*

The mission of the Lynnfield Public Library is to facilitate townspeople of all ages in the meeting of their personal, professional, information, educational, recreational and cultural needs by providing both current technological and traditional means of access to materials, programs and services. This mission complements the town's ideals in numerous ways, including the commitment to educational opportunities for all. Townspeople see the Library as a public knowledge space supporting community interests, catering collections and services to the unique attributes of the town and, above all, creating possibilities for everyone to pursue their dreams.

The Genealogy Room is a repository and place for research on family lines and local history materials for Essex County as well as Lynnfield. It is one of a kind. Some volumes are unique dating back to the pre-revolutionary period and are used by scholars, townspeople and researchers. The

Library services which support genealogy offer a bridge between what we see and what we can learn about Lynnfield and Essex County.

Mirroring the community's governing process; the Library is welcoming to all and is integral to the town's structure, partnering with many community groups and organizations. Relocating to a different nearby site to expand and rebuild provides the opportunity to maintain the character of the Town Common as the existing Library building is repurposed. This moves us forward with a facility with infrastructure that directly enables modern and future technologies offering up to date service. In the early 1900's the Town similarly preserved the heritage of the 1856 Centre School by building a new structure onto it which is the present Library. A similar, though different, thought process is being proposed today.

The Town, and particularly the Library Staff, have managed to leverage prudent investments in maintaining and operating the facility as a Public Library in an acceptable manner for Lynnfield. An assessment completed in 2001 replying to Lynnfield's MBLC Grant Application outlined that the viability of using the present facility and location going forward would entail radical changes, addition of more land presently used as residences, reconfiguring roadways/traffic flow and forever changing the character of the surrounding neighborhood. Please see Appendix K.

C. *How does the proposed project support the community vision and Library's vision/mission?*

The new Library building, enabling stronger programming, will have an impact that will go beyond walls and associate the mission of the Library with the vision of the town by connecting residents to information, opportunities and each other in an enriched context, mirroring residents' desire for a high quality of life.

The building design reflects the natural beauty of the site and historical architecture of the town; conforming to the surrounding residential neighborhood. With a versatile common area for the community, the comfortable environment will have an abundance of light, dedicated program space and comfortable relaxing areas that convey a sense of welcome.

Additionally, the expanded space will inspire learning and creativity for all, blending formal and informal education to benefit community members of all ages. The juxtaposition of modern and traditional spaces will create possibilities for collaborative learning and cultural events.

D. *How has the Library engaged the community in the project's planning and design process?*

The current process to pursue a new Library building commenced in 2014 with an informational and educational process, which has continued. An ad hoc Space Committee was formed in the fall of 2014 and included a wide cross section of citizenry: teens attending Lynnfield Schools, voters of different ages, volunteer representatives from town committees and boards, Library staff members, Library Trustees and elected officials of the town. The Library Director engaged a professional facilitator to lead a series of structured meetings to solicit the widest possible input from the community on needs, thoughts and opinions. The Director, staff and space planning committee worked with our facilitator to prioritize this input.

Through the process of Library planning, the need to improve the physical aspects of the Library building to meet the community's needs became apparent. During these planning meetings, a formalized plan for a new building took shape. The Library Space Planning committee evolved into a separate group known as the Lynnfield Public Library Building Committee; members are appointed by the Board of Selectmen. The output of this effort was the Library Building Program which was approved by the Library Trustees in May 2015.

Community input processes and the project schedule were driven by taking the next step and applying for an MBLC Building and Construction Grant in the 2016/2017 Grant Round. The Library Staff, Library Board of Trustees and the Library Building Committee drove this process. We met our goal of presenting for approval our needs and strategy at the April 2016 Town Meeting.

The Library Staff, Library Board of Trustees and the Building Committee arranged three community forums in which Library staff, Building Committee members and representatives from our architectural firm participated. Each forum had a specific purpose:

At the first forum, a view of the needs and vision based on the Building Program was presented and feedback from attendees in breakout groups was collected. One outcome of the first forum was the advice to closely align Library plans with the schools. Accordingly, many sessions were held at the Town's two elementary schools and the Middle School. A formal survey of high school students was successfully conducted and results were incorporated into the Library plans.

The objective of the second forum was to validate the inputs collected during the first forum. At the second session, notes and summaries of information were published and presented with additional discussion groups. Again, there was lively interaction between attendees and Library staff, Building Committee members, our architect and outside project manager.

All parties involved in the process reviewed Articles (Warrants) to be presented at the April 2016 Town Meeting; agreeing with them. Hundreds of citizens participated in the meetings.

Collaboration with the Lynnfield Capital Facilities Advisory Committee resulted in the Library building's identification as a priority for the town - the cornerstone of activities. The Friends of the Lynnfield Library (FOLL) organization have been vital advocates through their work in sharing information and promoting the project.

The feedback from the meetings, forums and conversations from the various phases of the project were assimilated. The Library continuously provided updates on the progress leading to increased community responses, questions and support of the project.



Community Forum #3 – March 10, 2016

E. Library engaged the Library staff in the project's planning and design process?

With the understanding that the staff's perspective on the intentions and purposes of a new Library is fundamental to an implementation that achieves the Town's goals, staff has been integral to and taken on various roles in, each aspect of the planning and design process.

Staff, Space Planning Committee members, Friends and community members toured several public libraries in Massachusetts to observe and discuss design of spaces, operations, best practices and technologies to distill ideas of innovations on which we could capitalize. Cognizant of the current Lynnfield Library's building limitations, the staff was interested how parking, size and layout of the children's rooms, site lines and the meeting/program rooms were handled. The Bolton Public Library, Cambridge Public Library and Boston Public Library (East Boston, Faneuil and Mattapan) were toured.

In addition, staff participated in training sessions about the future of libraries, collections and technology advancements to inform the planning and design process.

During community forums, staff facilitated and participated in discussions, embedding the information gained into the Library building program.

Staff and community contributed to the Library's long-range plan which includes several goals that have greatly influenced the enhancement of current Library services and collections, as well as the direction of a new building. In the past year staff members have:

- Increased community partnerships and joint programming with schools and other community organizations;
- Reorganized Library spaces and completed aesthetic updates to the building including furnishing and painting;
- Improved Library signage;
- Introduced new technologies into the library including 3D printing, learning tablets, and an early learning literacy station;
- Increased collaborative, creative and community responsive programs;
- Introduced new collections and Library resources including introduction of a "Grab n' Go" collection.

Positive momentum resulting from these enhancements has further engaged staff members in the building process.

2. Current conditions and their limitations

A. What are the current building layout and conditions and how do they limit the Library's ability to serve the general public, adults, children and teens in terms of:

The Library's services center on the Library's Mission, as stated in Section 10.1.B of this Application. However, the layout of the building and conditions limit our ability to fulfill this mission because the building was not originally designed to operate as a Library.

The oldest part of the building, a former school house, was built in 1856 and the Library began providing services in 1904. In 1957, a 700 sq. ft. addition was constructed and another 7,948 sq. ft. were added a decade later. In 1999, the last time the building was renovated, the basement was converted to collection space. While adding space, these additions did not address functionality, or the limited number of safe, accessible parking spaces.

The library is a well-utilized community resource with over 300 patrons using the facility each day. To accommodate the demand for services, collections, and programming, the library staff creatively uses all the space in the building. Library programs and services are continually expanding, further stretching the limits of the current building. For instance, library program attendance tripled between October and December 2016, increasing from a program attendance of 1,193 in 2015 to 3,016 in 2016. The library is committed to continued growth and improvement and will focus on the following during 2017;

- Implementation of a collection development plan that aligns library material and resources to meet community needs
- Carrying out of staff trainings
- Expansion of community connections and partnerships
- Enrichment of the community learning experience through increased and diversified programming
- Integration of emerging technology into the library experience. (self-check, etc)

There are numerous building-related challenges that affect the implementation of these goals for library services:

- **Borrowing:** All circulation takes place at one location. This often causes congestion in that area blocking access to other locations. When there are several individuals at the Circulation Desk, the walkway to the Children's Room becomes very narrow and difficult to navigate for patrons. Having checkout in one location limits the efficiency of patron services as during especially busy times a line forms at the circulation desk.

There are two book return boxes outside the Library that allow for patrons to return materials anytime. One is located near the front door, while the other is located at the parking lot exit, allowing for drive-up access. During the winter months, this second return box has to be moved away from the parking lot to facilitate snow plowing, leaving no option for drive-up drop offs. The locations of the return boxes also limit their size.

When the Library is closed for multiple days, the boxes often become full which can lead to damaged items and prevent patrons from returning additional items.

- Service at the Circulation Desk: The layout of the Circulation Desk hinders the quality of customer service. While two individuals are normally scheduled to work the Circulation Desk at one time, one individual is often unable to be responsive to patrons because she or he must complete tasks (e.g., processing interlibrary loan bins or retrieving items held for patrons) in the Circulation Office, out of sight lines to the Circulation Desk where other patrons may require assistance.



Library holds location behind door



When in workroom lines of site to the circulation desk are blocked



Reference desk is orientated away from main patron space

- Reference services: The Reference Desk location often causes confusion for patrons. Patrons looking for assistance are unsure whether to turn right immediately after entering or proceed straight ahead to the Circulation Desk.

When assisting someone at the Reference Desk, Library staff faces toward the Children’s Room and away from the main reading area and technology spaces. This limits the staff ability to be aware of what is occurring in the spaces behind them.

- Youth Services: The Youth Services workroom is located outside of the Children’s Room. If a staff member is working in the office, the view of the Children’s Room is blocked and staff is unable to supervise the area and assist patrons.



The Youth Services workroom located outside the Children’s room

- Entrance area: As there is only one entrance to the Library for patrons, staff, deliveries and maintenance, this area frequently becomes congested. Additionally, the entrance, Circulation Desk and Reference Desk are all in close proximity to each other. When several patrons are in this area at one time it becomes crowded, making it hard for caregivers to supervise children and people to enter or leave the building.

This congestion is exacerbated when individuals using a stroller, wheelchair or walker are queuing up to be serviced. Accessibility and safety of anyone trying to navigate around them becomes difficult.



Entrance area and parked stroller obstructing movement

Genealogy Room: Lynnfield Library's genealogy and local history collections serves as a "regional" asset, being one of the few dedicated spaces with this breadth and depth of collection in Essex County. Often people are drawn to this space from other communities. However, these collections are housed in a room with poor lighting and limited space for collection expansion. Space for patrons is tight with only three tables. The one computer in the room is dedicated for the microfilm machine. Patrons often bring materials in and out of this room to another area for scanning, copying or while accessing the Ancestry database on our computers outside the Genealogy Room. The Genealogy Room is separate from the main area of the Library thus limiting the amount of staff interaction possible. While assisting someone in the Genealogy Room, staff is unable to see what assistance is needed elsewhere and vice versa.

As one of the quietest Library spaces, it is often used for tutoring and study space. When there are discussions occurring in this room, it is often frustrating to patrons who are seeking quiet.



The local history and Genealogy collection



Genealogy work tables

- Collections are housed in several areas. Adult non-fiction items are split between two floors. A portion of the adult non-fiction items is located in an area with a low ceiling and rows of stacks. Shelf heights are high in most locations, limiting the accessibility of material.

Signage helps, but many patrons have to reorient and figure out where they are based on call numbers and collection relocations from time to time.

Due to limited space, the adult fiction books are located on the basement level of the building (which actually feels like a cellar, replete with a crawl space). Staff members are not stationed on the basement level. Patron assistance is provided by the reference staff at the top of the stairs leading to the basement. Periodically the basement floods due to poor drainage around the structure. (Please see more on this in a later section; flooding issues present a serious set of health-related issues.)



Adult non-fiction items located on two levels



View of adult non-fiction on lower level



One space for multiple collections: Adult new fiction, music and young adult

Several different collections commonly share one space. As an example, the adult new fiction area is in the same space as the teen collection and music collection.

Children's collections are placed throughout the Children's Room. The height of the shelving limits a children's ability to select their own material. Use of the Children's Room directly by children is complicated and often requires adult assistance.

When children's programming takes place in the room (the only space available for this purpose), the collection is inaccessible because chairs and tables must be placed directly in front of the collection to make adequate seating and work space available.



Early literacy collection with high shelves



Children's table in front of the collection

In addition, when browsing in the stacks, vision is limited because of the density and heights of the shelves.



View of the lower level when coming down the stairs from the main level

- Patron seating: There are currently 118 seats in the Library including those at computer stations. With an average of 300 patrons using the Library per day, the seats are commonly at full capacity.



Adults in children's seats; many standing at program



Standing room only for adults at programs



- Programming areas, meeting rooms and quiet/group study spaces: There are no dedicated meeting spaces or study spaces; Library spaces serve multiple purposes. When a program occurs on the Library mezzanine, tables are moved and a partial, portable sound wall is extended in hopes of preventing sound from traveling to other parts of the building. The sound wall provides some dampening but it is an unsatisfactory solution. Patrons are sometimes inhibited from accessing the collection when programs are in session.

The building's poor acoustics often permit sound to carry throughout the entire facility, distracting patrons from their individual pursuits.

For children's programming, the Children's Room furniture is rearranged multiple times daily to accommodate different groups, ranging from story times for toddlers to teens/tweens in the afternoon.

The current placement of the teen area is an opening divided through the placement of furniture and décor. Even low volume conversation in that area can be heard at the Circulation Desk and in the adjacent adult new book section.

The Library is utilized as a space to study, learn and collaborate by various age groups. Due to the number of patrons in the Library at one time, individuals use all of the space available in the Library.



Sound carries throughout the building during programs on the mezzanine

View from second level mezzanine to main patron space where numerous activities occur

Sound carries in this space



The non-program layout of the mezzanine



Old Meeting House Event

When Library program attendance is anticipated to exceed twenty, the Old Meeting House down and across Summer Street is reserved through a multistep process with the Historical Society.

Usage of the Old Meeting House is fee based; we are at the mercy of its busy schedule, adding a layer of difficulty when trying to schedule programs throughout the year.

The logistics of bringing supplies, setting up and taking down programs in the Meeting House are cumbersome. Space is limited in the Meeting House as well, with room for a maximum of 60 participants in the space. Having programs off site from the Library also causes confusion for patrons and presenters.

There is no internet connection in the Meeting House, which limits the ability to integrate technology into programming. Furthermore, the facility is not fully handicapped accessible, with no permanent ramp on the exterior and only two single stall bathrooms that are not ADA compliant. The heating system is loud and disruptive during programs and there is no cooling system in place, making it nearly impossible to use during hot summer months.

As with the current Library location, parking is very limited when using the Meeting House for programming. There is no dedicated parking for the Meeting House, forcing program attendees to park in the Library parking lot, on one short street, or in the Town Hall parking lot a few hundred yards away. All of these parking options force attendees to cross at least one busy street. Program organizers need to load and unload their vehicles on the opposite side of the street. Staff transports materials to the sidewalk from the Library and then across the street, making numerous trips rolling a book cart through fast-moving traffic, presenting a stressful personal safety issue as well.



Teen space: The current teen space is located between the Children's Room and the Circulation Desk. Noise travels from this space to the circulation area and into the main Library area. The area is small, accommodating only four seats. As a result, teens and tweens use any space available in the Library to connect with each other and to study. Each day 20-40 teens/tweens visit the Library after school and additional tables and chairs are set up to accommodate seating needs. After school, when the largest numbers of teens are in the Library, staff members throughout the building assist and monitor them.

Teen/Tween use of the children's room during weekday afternoons



B. How do current building layout and conditions impact the Library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:

- Health

Bathrooms: Staff and Library patrons share two bathrooms. Frequent sewage backups have put the health of patrons and staff at risk and caused Library closures four times in 2016.

Maneuvering into the bathrooms is challenging, especially when patrons are pushing a stroller or are carrying bags. In the bathroom, space is limited, complicating navigation for parents and caregivers in tight quarters.



View leaving bathroom
No options for leaving building other than hallway



Hallway leading into the bathrooms

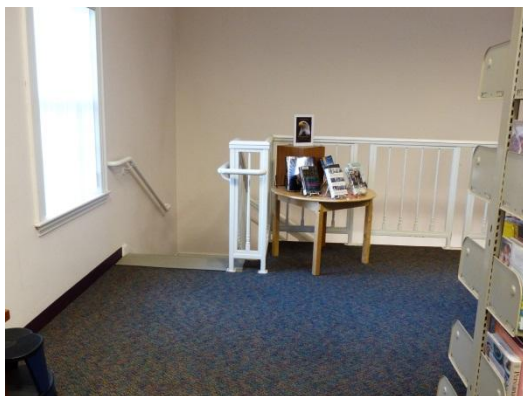
There is a lack of patron privacy in the layout of the bathroom. Library staff at the Reference desk and patrons in the hall can see into the men's room when the door is open.



View from reference desk into bathroom

Fire protection: Building egress satisfies the minimum requirements at present, but if a fire were to break out, patrons familiar with the layout of the building will find it easier to exit.

Library Mezzanine: On the Library mezzanine, there are two possible ways to leave the area. The first is to use the elevator. The second is to use one of two sets of stairs on either side of the rear of the mezzanine. If an individual is unable to physically use the stairs and the elevator is not operational during an emergency or otherwise, the patron would not be able to get to safety without assistance by first responders. This would involve contacting 911 or the fire station directly. Fortunately, we have not had such a situation yet, but the protocol is documented and the staff knowledgeable.



Stairs off the mezzanine

Library Green Room: The Library Green Room is a multipurpose space used for meetings, staff breaks, workspace and storage. The room is accessible only via a narrow set of steps that are not ADA compliant. In the event of a fire, an individual would have to descend the steps into the Children’s Room and then navigate to an emergency exit or use the second story windows in the room as an escape.



Green Room Interior



Stairway to & from green room

Basement: The Library basement is accessible inside via the elevator and a single set of stairs. There is an emergency door and set of stairs to the rear of the building. The outside stairwell often fills with leaves and water and the drainage is inadequate. The adjacent stream often overflows its banks during major storms: the water then has the potential to run into the basement via the emergency door stairwell and ground level vents in the foundation.

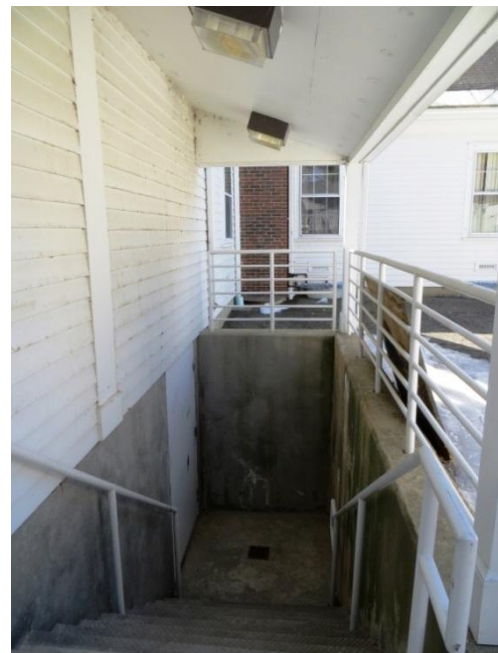
There have been two major flood events in this area in the last 15 years. In 2001, flooding destroyed part of the fiction and mystery collections housed in the basement. The remainder of the collection was boxed up and remained inaccessible to patrons for the duration of the clean-up efforts.

In 2014, water ran down the emergency exit steps into the basement and also through foundation ventilation conduits, seeping into the walls, wallboard and the foundation itself as it flooded the basement. In instances like this, the emergency exit in the basement is inaccessible. In addition, if the elevator is not working during an emergency, the only option is to use the stairs. If any patrons were disabled and unable to use stairs, they would be unable to leave the Library and their safety and health would be in immediate danger.

When the flooding occurred, the Library basement was closed for a month during clean-up and drying. Fortunately, the footing of the metal shelving is five inches off the floor so the collections on the lower shelves were not damaged. Making sure that the basement carpeting dried and was not contaminated with mold remains a continual concern.



Emergency exit in basement inaccessible during flooding clean up



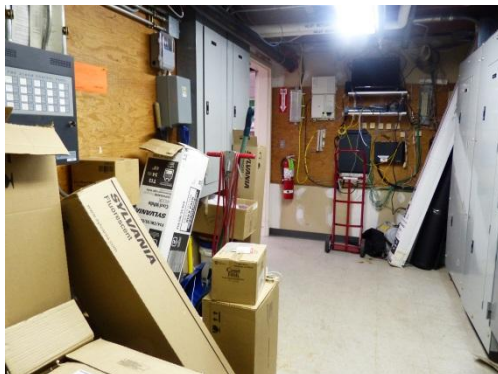
Stairway to basement emergency exit



Evidence of basement flooding visible on shelving

The boiler room area in the basement is used to sort and store book donations and collection discards. In the event of an emergency, volunteers and staff in the boiler room would need to navigate through different rooms in the boiler room area to be able to leave the area. There is only one door to the boiler area and there are the other issues related to egress from the basement level described above.

There is no emergency lighting in the boiler area. In the event of a power outage, the room would be totally dark and difficult and unsafe to traverse. Anyone suddenly in the dark in this isolated area would find it difficult to contact anyone as cell phone reception in the basement is unreliable and cannot be counted on as a form of communication in an emergency.



Technology space in the basement



Friends of the Lynnfield Library (FOLL) volunteers' basement work area

Structural integrity: Due to the age of the facility, continual building maintenance is needed. In November 2016, the Library closed for two days for the completion of electrical work. The main circuit breaker panel box for lights in the entire usable space of the Library was relocated and updated. The circuit breakers (not switches) had been

used daily to operate most of the Library lights; light switches were added. Additional electrical work needs to be completed.



New fuse box

The roof regularly leaks at the meeting of the roof lines, despite ongoing roof maintenance and repair. Snow build-up in this location causes frequent leaks.

Water often leaks into the Youth Services workroom from two locations. When snow melts outside of the door and during a heavy rain, water seeps under the door into the office. Secondly, ice dams on the roof above the Youth Services office result in water leaks from the roof onto the floor.



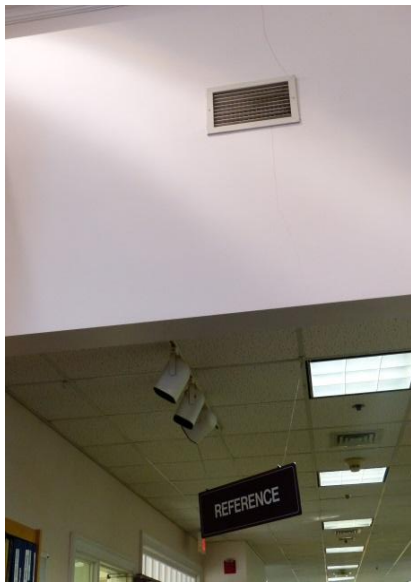
Leaking from the roof above the bathroom area

Leaking in the Youth Services workroom

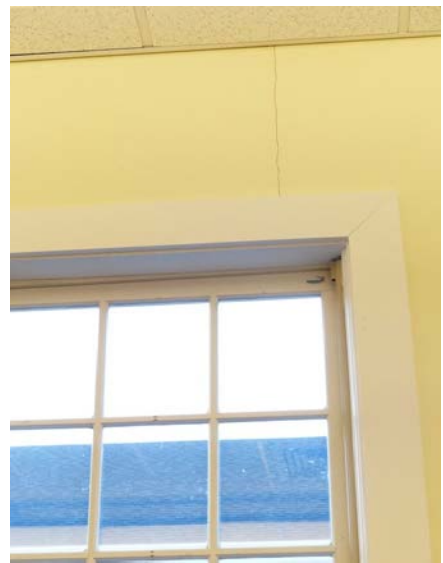


There are various roof lines in the Library

Crack above the Palladian Window



Crack above the reference desk area



Crack above a window in the children's room

The floors of the Library are uneven in places, causing a tripping hazard. Drastic grade variations over a fairly short distance present a hazard to patrons with mobility issues.



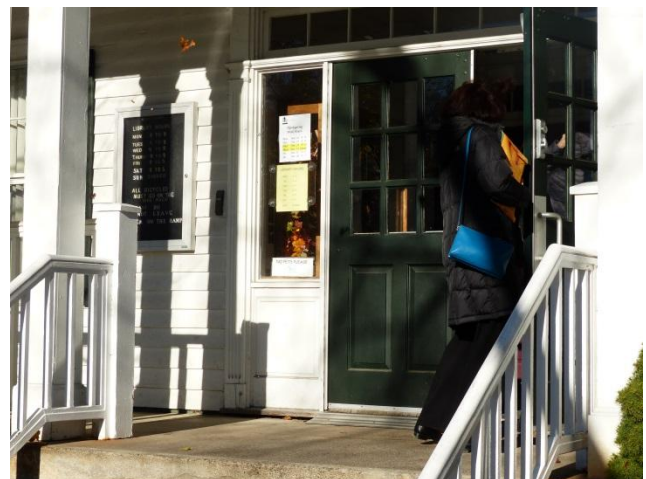
Uneven floor behind circulation desk

- Entrance safety: The entrance of the Library is not at street level. For the handicapped and those who have difficulty ascending steps, a ramp along part of the front of the building provides a means of access. It is at a steep slope presenting challenges for some.

Patrons using strollers access the entrance via the ramp. The platform at the top of the ramp is too narrow and inhibits access for anyone with a cart, walker, wheelchair or stroller. The same problem is faced by staff delivering and returning supplies to events at the Meeting House, which is often used for Library programs.



Ramp leading into Library



Library Entrance



Opening door while bringing in cart

- Patron security: There are areas in the Library that are not supervised. These include the basement, the Genealogy Room and the Children's Room in the evening and on Saturdays. If an emergency were to occur in one of these areas, staff would not be aware of the situation until notified by a patron or until the emergency spread to a staffed area.
- Pests: Pipes running the length of the building from the basement to the second floor give pests access all over the building. Mice are common as the building is not airtight or sealed in ways to prevent mice from taking up residence. When needed, traps are laid to catch mice, which are unsightly and disturbing to staff and patrons.

The basement under the Children's Room is not available to use because of its dirt floor, low ceiling and poor lighting. The foundation of this area of the building is composed of fieldstone, not poured concrete. It dates to 1856 as this section of the Library is the original Center School House. This environment is perfect for pests, vermin and insects which travel from this section of the basement to other parts of the building on the pipe.



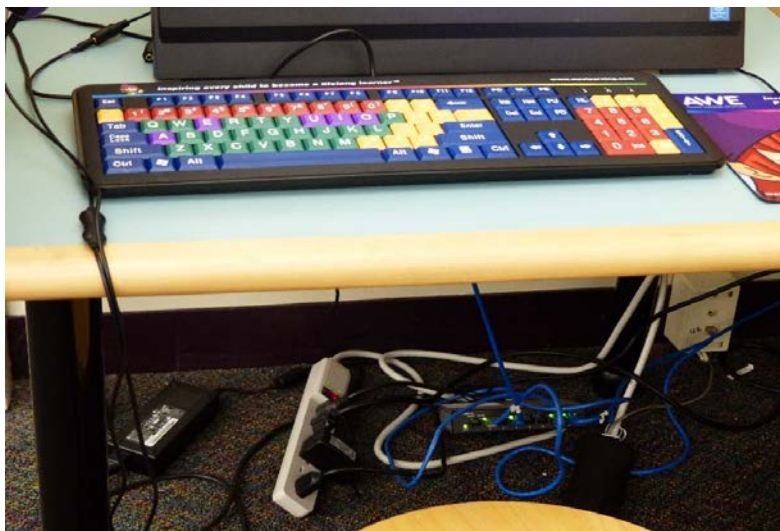
Pipes running through Friends work area



Mice are commonly found in the ceiling of the mezzanine

- Electrical access: Patrons bring in a variety of electronic devices with cords that need to be plugged into electric outlets. Unfortunately, the electrical outlets are inconveniently and inaccessibly located with cords that cause potential tripping hazards. Where there are outlets, multiple items are plugged into one space. The use of surge protectors and extension cords are required.

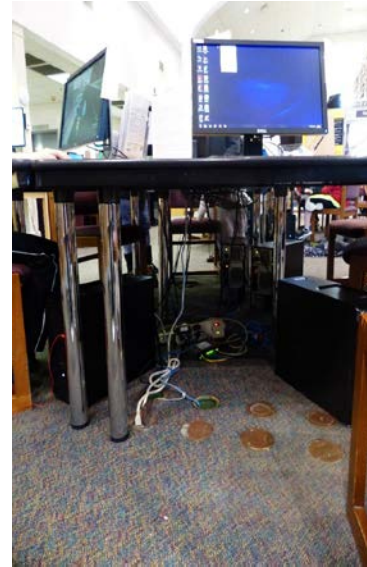
The library has integrated new technologies into programs and services, including Robotics, a 3D printer, and coding equipment. With no dedicated space for this technology, the equipment is stored throughout the building and is only accessible to the public during library programs.



Cords under early literacy computer station in children's room



Surge protectors on the Library mezzanine



Space under the public internet computers

C. How does the current building hinder staff workflow and productivity?

Lack of adequate storage is one of the biggest hindrances for staff workflow and productivity. When items and materials are required for a program or event, staff often needs to assemble supplies from multiple storage locations in preparation. For instance, the Library's one full-size refrigerator is in the Green Room, which entails making many trips back and forth, up and down narrow steps with refreshments from one end of the building to the other during program set up and clean-up.

Due to the limited storage, spaces that may be closed and not visible to patrons are utilized. They are awkward to access and not very functional. For instance, a crawl space providing access to HVAC ductwork is being used for Library storage. This hinders the DPW in accessing the ductwork for inspection and service.



Green Room used for storage, meetings and programming



Several items are stored in the public space on the mezzanine



HVAC passage used as Library storage



Chairs for programming are stored on the second level

Communication between staff members is hindered with the current two-story building configuration with staff work areas divided on both stories, creating isolation for some departments.

Technical Services is located on the second level of the Library which causes inefficient movement of books and other Library materials from one location to another in daily workflow.

Set-up for programs is lengthy and inefficient. Some programs require the use of the Meeting House, due to anticipated attendance. Transporting supplies and refreshments for Library programs across the street to the Old Meeting House is time consuming and unsafe due to distance, poor weather and traffic volume and speed.

D. What are the major obstacles to people approaching and accessing the building?

- Patron/Street traffic: The Library is located on Summer Street at the intersection of three two-way streets. Both Summer Street and South Common Street have relatively high and fast-moving traffic volume. There are frequent accidents at this location. It is common for drivers not to obey the stop signs and exceed the speed limits. Pedestrians have been hit crossing the streets to the Library. One of the Library staff members was injured by a car when she was in the crosswalk. Recovery from the injuries she suffered in this accident took several weeks and she was unable to work during this period.

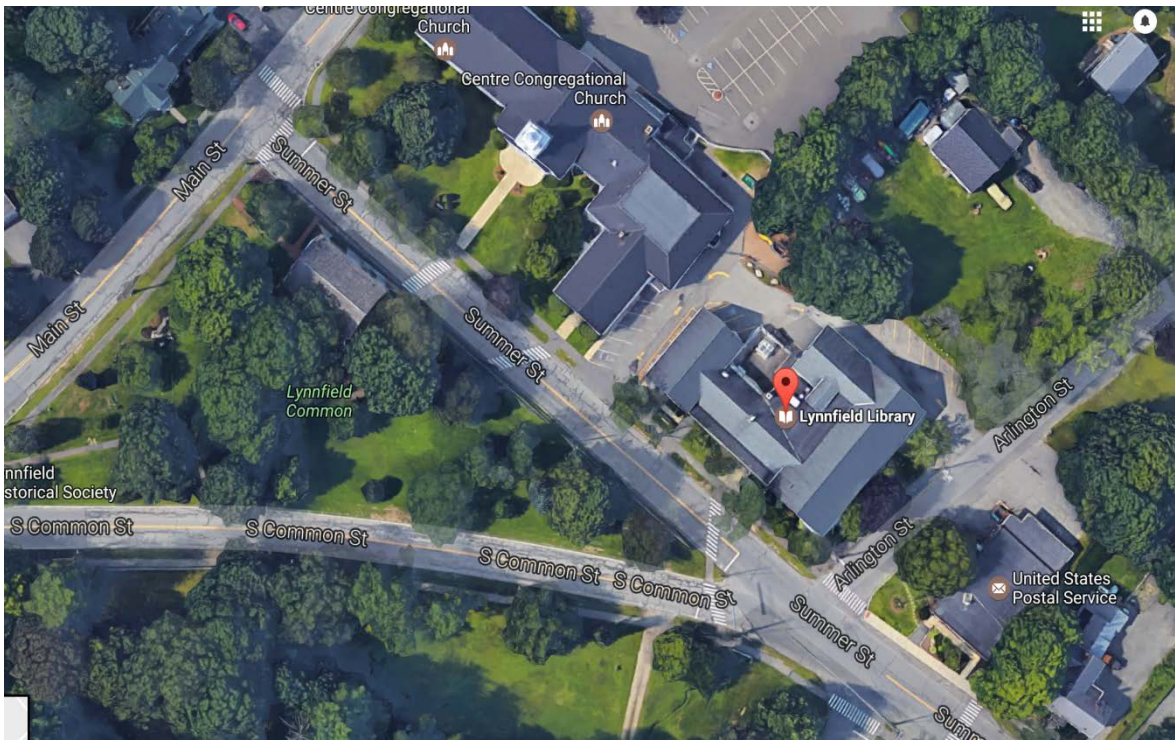


Intersection of two streets in front of the Library



Intersection of two streets in front of the Library





Google Maps view of traffic configuration

E. What is the parking capacity (lot and convenient street parking)?

There are only 12 designated spaces for patrons behind the Library. There are five spaces on the street in front of the Library. However, these are not dedicated Library parking spaces. The Library has an agreement with the church next door for the Library to use a few of their spots during the day. However, these additional 5 spots still do not allow the Library to meet patrons' parking needs.



The Library's 12 dedicated Library parking spots



Entrance into parking lot



Church parking to the side of Library



Street parking in front of the Library



Handicapped parking – one space in rear

F. Describe the path of travel from available parking to the building entrance

Patrons must walk through the parking lot to the sidewalk to enter the Library building. Despite being patched several times after septic repairs, the parking lot is uneven and has numerous cracks, patches and potholes. This uneven surface creates a tripping hazard and is unsafe.



Patches in the Library parking lot



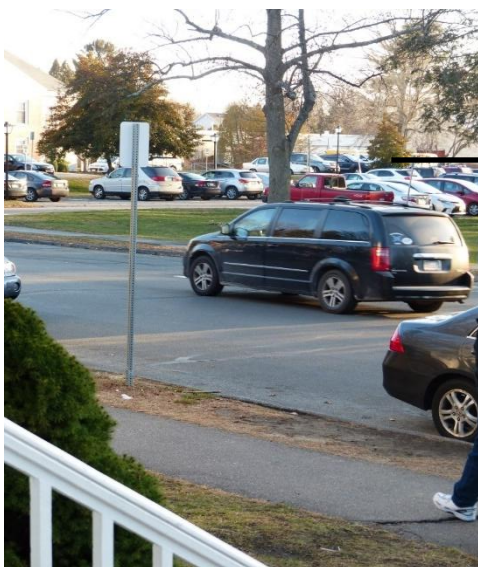
Sidewalk from parking lot

The parking spaces are on a one-way driveway. It is not uncommon for an individual to drive into the parking lot the wrong way and cause congestion, confusion and a dangerous situation.

Only one dedicated handicapped parking space is located behind the Library. When using the dedicated handicapped parking space, patrons must then travel around the side of the building, through the parking lot and along an uneven sidewalk to the ramp located in the front of the building. Winter weather exacerbates this challenge when the long path to the building is covered with patches of snow and ice.

With the limited parking, able staff is asked to park in the lot across the street at Town Hall. There are only five dedicated Library staff parking spaces at the Town Hall lot and, on a typical weekday, there are at least nine members of the Library staff working at the same time. To enter the Library, staff must cross two busy intersections with stop signs for traffic control in place for only one direction on the two-way streets. This is extremely dangerous, especially at night because the intersections are not well lit.

Attendance at Library programs exceeds 1,000 per month during busy months. Parking is very limited and patrons often park in the Town Hall lot across the street. The majority of the parking in that lot is dedicated for Library and Town Hall employees. When patrons park in the Town Hall lot, the journey to the Library is treacherous, as two intersections must be crossed to get to the Library from the Town Hall lot (as described above). For caregivers with children in strollers or walking, it is frightening as well as dangerous. While we are unable to determine if it has directly inhibited attendance, it is a constant topic of discussion with patrons.



Staff parking in Town Hall Lot
– across two streets



Crossing streets from the Town Hall Parking Lot



Town Hall parking lot used by staff and some patrons

G. What portion of the parking is dedicated to Library use only?

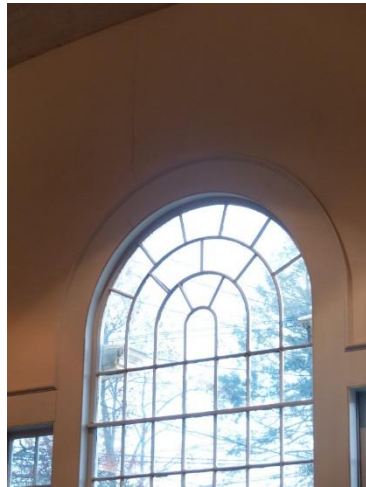
There are 12 parking spaces behind the Library that are dedicated to Library use and only one of these spaces is designated as a handicap parking space.

H. What conditions related to energy efficiency or the surrounding exterior environment has a negative impact on the operations, management and use of the building?

There are no humidity controls in the building and the air is dry. Low humidity has a detrimental effect on the life expectancy of paper and books and on the health and comfort of staff members and patrons. The temperature and comfort level throughout the building varies due to the inadequate placement of heating and cooling vents, air flow is not consistent throughout. For instance, two areas of the Library are especially warm during the summer, the Library mezzanine area and the Children's Room. Fans must be used in these spaces to circulate the air in an attempt to make it more comfortable.

When the stream adjacent to the Library runs over its bank, the water runs into the Library parking lot and down the steps into the basement.

The Library windows are single-pane and builder/homeowner grade (as opposed to professional grade). The majority of the windows do not have fully functioning/operable storm windows.



Large Palladian window

None of the windows are designed to serve as a means of emergency egress. The large Palladian window consistently leaks when there is a rainstorm. During the winter, cold air seeps in through the window, requiring more energy and expense to heat the building.

The lights in the reading room are difficult to access and replace. Bulb replacement is always delayed until several lights have burned out because the work requires the Department of Public Works to bring in a cherry picker to reach the lights.

Ceiling in the main reading area and burned out bulbs



3. Expanded & improved facility benefits

Goals

The aspiration to become a 21st Century Library that serves all community residents has driven this building project. Our vision is to create a vibrant Library facility that supports education, lifelong

learning and quality of life. We foresee this new facility evolving over the next 20 years to meet the community's needs as the information economy transforms the lives, work and leisure pursuits of Lynnfield residents and Library staff.

Objectives for the Library building project are to create a facility that:

- is safe and accessible and supports information access, connections and community;
- architecturally reflects the rich heritage of Lynnfield;
- is dynamic and flexible with the capability of adapting and evolving to adopt future technologies;
- supports literacy for all ages through dynamic programming and a focus on collection management to meet the needs of a wide user base;
- is an educational center providing spaces and resources for collaborative learning, cultural events, individualized activities and other types of interdisciplinary exploration;
- provides an inspirational aura in spaces that stimulate connecting with friends, neighbors and classmates; and
- is open to the community outside of regular Library hours.

We strived to be responsive to community needs and input. Data were collected during various stages of the building project to ensure that design decisions reflect the community's desires and demographics. Data collection took the form of meetings – staff, Building Committee, Board of Trustees', gatherings in classrooms filled with students, town wide surveys and community forums. The needs and desires mentioned most frequently by stakeholders were:

- There is a need for more parking;
- Comfortable and contemplative spaces are needed;
- Additional study space is important;
- Dedicated spaces for teens are a high priority for residents and families;
- Creative spaces that are adaptive and interactive are necessary;
- There is a desire for meeting/program spaces;
- Outdoor spaces and natural areas are considered beneficial to the community; and
- A sense of openness in layout is preferred.

This feedback was incorporated into the building and design process and evidence of addressing these needs is found throughout the building plans. The Library design has been developed with the user in mind, focusing on how services can be enhanced in new flexible and adaptive spaces. Looking to the future, the design of the facility enables the Library to adjust with changing technologies, information formats, as well as the goals and values of the community. The design has been and will continue to be, an on-going collaborative effort through the work of the Library Trustees, staff, community members and the Library Building Committee.

To reflect the work of the Library Space Committee and the receipt of a MBLC Planning and Design Grant, the Town of Lynnfield Board of Selectmen formed a Library Building Committee in 2015. The

members of the Committee were appointed by the Board of Selectmen bringing important skill sets and diverse perspectives to the project.

The mission of the Committee is to “Work as a team with the Library director, designer/architect, consultants and others throughout the life of the Library Building Project, that is, the design development, public bidding and construction and post-construction phases”. To this end, the Committee has been engaged in the design of the new building, collaborating on both the building design and functions. During the July 2016 meeting, the Library Building Committee discussed the design concepts of the building, which were subsequently approved at a later meeting. The Committee’s desire was for:

“(A) New Lynnfield Library structure (is) to be an updated extension of the Town’s character, values and architecture. Members desired that the atmosphere in the building be felt and experienced freshly and new upon each visit. The goal is that each viewing of and from, the building - as well as the layout - stimulates all age groups and interests. They recognized that the new Library is part of their future and the future is consistently experienced anew all the time.”

Specifically, several decisions were made to reflect the design goals:

- A two-level design was considered but a single level was adopted for design, allowing staff operational efficiency that blends well with the residential location of the new Library facility;
- Additionally, with a one-level building, the street-level access and convenient parking conditions will greatly improve accessibility for an aging population;
- The Genealogy Room will likely carry forward the name of Marcia Wiswal Lindberg for whom the present space is named in the present;
- A new Reading Room will be named in honor of the Bancroft - Danforth family to recognize their significant contributions to Lynnfield and their country;
- The decision to place the Children’s Room in the back of the Library, instead of the front, was made so that children and their caregivers could enjoy the views and have access to a safe and secure outdoor courtyard. Furthermore, youth rooms are placed in the rear of the building to reduce noise carry over to quieter areas of the Library;
- The pathways to all areas of the Library share a centralized common hub to create a welcoming environment where all ages can intersect before taking advantage of specialized spaces; and
- A common hub creates a place to congregate and a greeting place for patrons to receive services and directional information.

The resulting design reflects the town’s needs and values, highlighting the Library as a place of civic pride, as well as honoring the colonial history of the town, which is conveyed via the architecture.

Architectural Narrative

The Lynnfield Public Library Schematic Design is the product of multiple conversations among the Lynnfield community, library staff, trustees and architects, including Community Forum facilitated by the Architects. The building embodies this community's vision of a library for the future, reflecting the unique character of the Town. Central to this vision, the new building is a welcoming, comfortable place - a civic heart of the Town – that takes advantage of the dramatic views of the surrounding landscape.

Key elements of this approach include:

Establishing Civic Presence at a Small-Town Scale: Located a short distance away from the Lynnfield Town Green, the transparent building strongly fronts Summer Street across a new public green space. Parking is frontal and convenient, but located to the side so it does not disrupt the relationship between the building and the street.

Library in the Park: Inspired by the tradition of great libraries with strong connections to green space, the building takes this idea further inviting the landscape seamlessly into the library, with floor to ceiling glass facades looking in two directions. Activity inside the library is visible and inviting and interior spaces are infused with views of the front green and the sweeping views of the golf course and surrounding marshes.

Civic Scaled Reading Room: The principal space, envisioned as a tall "Canopy on the Green", is a large public reading room right at the front door, with a high wood ceiling and containing the most active portions of the collection. The Children's Room, Young Adults Room, Genealogy and the Danforth Bancroft Reading Room are organized with strong "storefront" connections to this central space.

Clear Efficient Organization: The plan is organized to provide open, flexible space, with easy staff supervision. Staff desks are located where they can easily greet patrons (saying hello is an important element of the Lynnfield Library ethos). Staff desks all have direct sight lines to each other. Each has clear sight lines to the collection and visibility to nearby workspaces.

Special Places for Children and Young Adults: Children of all age groups asked for a fun place of their own. Children and Young Adult Rooms are located prominently and with connections to the views in two directions. These spaces have flexible furniture layouts designed to engage young readers in a fun inspiring environment.

Creating Outdoor Reading Rooms: Two outdoor spaces are defined by the shape of the building; a sunny outdoor terrace overlooking the golf course and a protected courtyard for children and young adults. The spaces provide outdoor reading rooms with a virtually expanded Library in nice weather which was an idea expressed by the community to be incorporated.

Fitting in While Standing Out: The new library should convey their vision about a library of the future and should be a "Lynnfield building" striking the balance between memory and invention. The building's varied roofline breaks the building into multiple volumes, each in scale with surrounding residential

buildings. Materials including white clapboard siding and the sloped roofs make reference to buildings around Lynnfield's historic Town Green.

The transparent and contemporary building opens the building to the community, reflecting the role of the library, which as community members noted, "is the most truly public building in our town".

A. *How does the project facilitate the Library's ability to serve the general public, adults, children and teens in terms of:*

- Circulation - Library patrons will have more options for checking out material. With self-checkout stations in various locations, those patrons who would like to complete a transaction on their own can do so. Those who would like to interact with Library staff can visit the main service desk. Families and children will be able to check out in the Children's Room.

With a dedicated place for self-pickup of holds, patrons will be able to retrieve their own items and not need to rely on Library staff to retrieve their material. This self-retrieval gives more independence to the Library user, improves collection accessibility for the patrons and frees up staff to serve patrons in other ways

Utilizing tablets to search for material, the Library will be able to place many OPACS (online public access catalogs) throughout the Library, allowing for convenient searching of material, while not taking up a lot of floor space.

An outdoor book return bin will make returning materials more convenient for patrons. The location will allow for a bigger bin that patrons can drive up to year round. Staff can use the side entrance to bring returns straight into the workroom, saving time without interfering with patron access to the main entrance.

- Reference/Information Services – The orientation of desks, layout of rooms and sight lines were developed based on currently accepted library practices and user convenience.

When entering the building, Library patrons will be greeted by a welcoming, open space. The position of the service desks allows staff to see the adult spaces and to welcome those entering the building. From this central spot, patrons can be directed to certain areas of the Library based on their needs.

Proximity to the circulation desk will allow immediate and efficient collaboration between departments when assisting patrons. This will reduce the need for patrons to travel between desks to complete transactions and information inquiries.

Visibility is a key element throughout the building. Staff working in offices will be able to see patrons that may need assistance.

The lines of sight throughout the building are oriented toward the public spaces, allowing staff to be aware of those in the building. This will not only enhance customer service, it will enhance safety and there will no longer be public spaces out of the line of sight of staff members that are not visible.

- Collections – Recognizing that collection formats will change over time, the collection layout is designed to be flexible and movable. Portions of the Library shelving will be mobile and allow for changes in the layout. With collections housed in spacious areas, shelving layouts can be adjusted without the physical constraints of walls.

The collections are laid out to be easily accessible and visible to patrons. This provides a place of information connections and allows greater freedom for self-discovery.

During design discussions, the locations of collections were evaluated based on the most convenient access. For instance, the heavily accessed new adult items are located near the main doors.

With the addition of new display locations for Library items, the collection will be visually appealing and increase the awareness the community has of the items in the collection.

The local history and genealogy collection will be able to expand in the facility and will utilize compact shelving. The shelving design also allows for climate control of materials, extending the life of these often one of a kind item.

- Creative spaces - Recognizing the importance of self-discovery, intellectual growth and well-being for individuals as part of a high quality of life, the Library has incorporated creative spaces into the project.

With a dedicated Creative Technology Lab, the Library will have a specialized space for hands-on learning. In this space, expression of creativity of all kinds will be encouraged. A variety of programming will take place in the space, along with times that the community can use the supplies housed in the space independently.

- Study spaces - A strong need in the current facility is for quiet study spaces. Many Library users utilize the Library as a quiet place of solitude and for team learning. As in the current Library, space will also be available as a location for community members telecommuting.

The new study spaces will meet the needs of students, whether it is a space to work quietly alone, or a place to collaborate with classmates or tutors. Those who work in a professional capacity will have the opportunity to utilize these spaces as well.

- Seating – The new space adds additional seating, creating comfortable places for patrons to enjoy the Library. The seating is placed strategically throughout the Library to allow patrons

to enjoy the relaxing scenery looking out onto the golf course. These seats will range from comfortable reading chairs to traditional task based arrangements that will allow for contemplation and relaxation as well as for extended use of Library services.

Outdoor seating is a new feature, with the seats located in one of the two courtyards. One of the courtyards is designed with adults in mind, as a place to relax and enjoy sitting outdoors.

The other is a space focused on youth ranging from infants to teenagers, with seating placed for both children and caregivers. Staff will monitor access such that children are supervised or accompanied by an adult. Mingling of children and teens will not occur without an adult or staff being present as well. Sixty-two seats are planned for the outdoor areas.

Additionally, both the Children's Room and the Tween/Teen Room will have an entry point to the courtyard from their respective locations. However, keeping young people safe is important and access from outside the Library is prevented by fencing.

- Lighting – With windows surrounding most of the building, natural lighting will be utilized throughout, giving a sense of warmth and openness to the space. Enhanced lighting will allow for easier browsing and retrieval of materials. Furthermore, utilization of natural lighting allows patrons and staff to be aware of environmental changes outside and the passing of time evidenced by the changing light.
- Acoustics – Dedicated spaces for different activities will minimize the noise concerns that arise in the current facility. When a Library program or community event is occurring in the program space, the noise will not be disruptive to patrons using other parts of the Library.
- Technology integration – As technology is integrated into many facets of daily lives, technology has been integrated into many aspects of the design. For instance, digital signage will be used as a navigation tool. Electrical outlets and charging stations for patrons will be placed conveniently throughout the Library, eliminating the need for unsafe electrical cords to be strewn across floors.

With a laptop/tablet checkout station planned, patrons will not be restricted to a computer station to use a Library owned computer. This will add flexibility and convenience for patrons.

- Program rooms - Having a space for people to gather for connection and learning is an essential requirement of a civic place for the community to meet. With a large program room, community members will be able to do just that.

The program room will be multifunctional serving as a place for learning through broad-based, multidimensional presentation of all sorts, a gathering spot for meetings and space that can be utilized for community functions.

The meeting room will be accessible when the Library is closed, with a gate to cordon off other portions of the Library, while allowing for the program room to remain open including access to a pantry and public restrooms; for use by the Town and the community.

Outside the Program Room will be an informal seating space or “café” space where a few tables and chairs will be placed for people attending events or just visiting the Library to sit and enjoy refreshments and interact. We envision that this informality will add to the ambiance and friendliness of the space being created.

The Town Election Officer has indicated that the voting place for the Town’s four precincts will be relocated from the High School gym to the Library meeting room; providing a more central location and easier access on election days.

Election Day will provide a great opportunity to reach out and engage new and current Library users with displays and presentations about Library services.

Additionally, Townspeople who have never been to the Library will come to vote. This will introduce them to the facility, allowing them to explore the services and new possibilities the Library will feature.

- Conference room- With a conference room, the Town and community will be able to use the space for meetings, presentations and learning. The space will have a large table to allow for individuals to work together on projects and activities. This area will also be accessible during hours when the Library is closed.

The Board of Library Trustees will be delighted to meet in the conference room, free from distractions of what might be happening elsewhere in the Library.

- Children’s Room - Increasing the size of the Children’s Room will allow for a more streamlined and organized space. Expanding the square footage from 1,240 (current) to 3,018 SF in the new building, numerous issues, including the need for additional space for collections and Library activities will be addressed; creating a dynamic, fun filled learning destination for children and caregivers. More space creates this opportunity that is not possible in the existing building.

Incorporating interactive and dynamic elements into the design, whether through furniture or objects, child and family collaboration and learning will be promoted.

With the addition of a dedicated craft/story time room programs may be held without inhibiting access to the Library collection and other children’s resources, which has been a major stumbling block for years.

A dedicated space will limit distractions during story times and other events aiding our Library's early literacy efforts and fully engaging both child and caregiver. The increased focus on language and literacy skills will also be reflected in our Summer Reading Program.

These additional, dedicated spaces will allow the children's staff to provide more programming opportunities to engage the public and entice children of all ages to make use of the new building. The craft/story time room will also allow for quick, easy set-up and cleanup for activities and story times.

The added space of the Children's Department will also address our need regarding stroller parking. With each story time exceeding 40 to 50 children and caregivers, strollers often block the narrow entryway into the Children's Room, or inhibit other patrons from attending programs. Storage for strollers will allow for safer easier access to children's services and programs.

More square footage will allow for positive changes to our shelving units and presentation of children's materials. Shorter stacks will allow for easier material selection by children and will improve sightlines across the department for staff. With additional shelving, we can expand our collections and create an environment that encourages and strengthens early language and literacy development.

Since most of the space in the current Youth Services area is dominated by collection stacks, a larger Children's Room will provide much needed seating and places for patrons to linger and interact with one another. These newly created areas will help reinforce learning through play and interaction and allow for expanded youth programming.

Additional space grants Children's Room staff the ability to expand the options for patron services. With the inclusion of a Circulation Desk, children's staff will be able to not only assist with reader's advisory but also with shouldering some of the circulation tasks from other departments. This added service will enhance children's engagement and interaction with Library staff.

- Teen room - This addition will provide a much-needed area for middle and high schoolers to meet study and relax.

This new space will host several seating options from traditional tables and chairs to soft seating that will be scattered throughout the area. These various seating options will encourage tweens and teens to utilize the space and services not just during after-school hours, but to view the space as a hub for connecting and engaging with fellow peers and Library staff.

The addition of a dedicated space and seating for tweens and teens will cut down considerably on the noise problem created by our current Library's configuration. Noise will

be contained within the Tween/Teen Room and will not disturb other patrons utilizing the other areas and services of the Library.

The Tween/Teen Room will allow for the completeness of our Young Adult collection. Currently our Young Adult collection is split into two separate collections in two rooms. With a dedicated space for young adults, we will be able to house all of their material in one area, which will encourage browsing and will alleviate confusion as to the location of certain materials.

Tweens and Teens currently have no activity space. With continued growth in our young adult attendance and program offerings the proximity of this space to the Creative Tech Lab will provide a much needed outlet for programming and self-directed learning using new integrated technology.

- Inspirational design – Creating a positive Library experience through design and use of space will expand patron learning opportunities. The connection to nature through the views, the comfortable study and learning spaces and the creative spaces all generate, evoke, or establish an atmosphere that enables the Library to meet the various needs of the community.

B. How does the project contribute to the Library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:

- Health – With more restroom locations in the Library, patrons will be able to take care of their hygienic needs with less waiting or walking to get to a bathroom location. This will be especially impactful for families and children, as there will be restrooms located in the children's area. A new sanitary sewage system will be designed to handle the building's capacity and preclude the situation at the present facility..

Along with remedying the sewage issues, with a new facility the pipes leading into the Library will be new, eliminating concerns about sediment or contaminants in the drinking water. A drinking fountain with a bottle filling station will be in the new facility, giving Library users two sources of hydration.

A new facility complying with the most current regulations and materials will lessen opportunities for unwanted pests, vermin and insects reducing or eliminating the need to lay unsightly traps.

A new HVAC system will provide better air handling and improve the quality of air and regulating the moisture level in the building improving the health of staff and patrons.

- Safety – A new building will provide patrons with a modern and safe environment in every aspect of their experience.

The street-level entrance into the Library will have a covered pergola and path to the entrance equipped with ADA-compliant automatic doors. Library visitors will not encounter steps or handicapped ramps.

In the event of an emergency, there are more exit points for patrons. They also will not need to travel up or down stairs to exit the building during an emergency and all exits will be ADA compliant.

The new building will have modern communication systems. The Public Announcement system will allow the staff to inform patrons quickly in the event of an emergency and to allow for any public announcements.

Having a lighted dedicated parking lot contiguous to the building provides safer conditions for patrons and staff at all hours. No longer will there be a need to park on the street or to cross two streets at busy crosswalks with limited traffic control to enter the Library.

- Fire protection- The new building will meet all building codes, including fire protection. All rooms will have exits which are easily accessible, a radical set of changes and improvements over the existing facility.
- Structural integrity – The building’s structure will be built to code.

C. How will the project improve staff workflow and staff productivity?

- Storage – With storage split between the lower level and the main level, staff will be able to plan, organize and store supplies. This will be especially helpful for organizing program supplies. Youth Services staff will be able to arrange supplies in a variety of ways to improve the quality and execution of programs and facilitate purchasing additional supplies. Overall, patron program experiences will be richer and more enjoyable.
- Staff restroom - A dedicated restroom for staff members, in a convenient location, improves the staff work environment.
- Deliveries and pick-ups – The flow and convenience of deliveries and pickups will be greatly improved. No longer will all deliveries need to come through the front door; deliveries will come through a side door, through a hallway into the staff area. When large items or numerous boxes are leaving the Library, the side entrance can be used.
- Circulation desk – The layout of the Circulation and Information Desks are orientated towards the public spaces. This will allow staff to see when patrons need assistance. No longer will staff need to enter a different room to retrieve holds. A self-service holds area will be available. Staff can assist when necessary for first-time users and those who prefer it.

Circulation staff members will have the space and sight lines to work on projects while being able to see when a patron may need assistance, a luxury not possible today.

- Youth Services workroom – The orientation of the Youth Services office allows for staff to monitor activity in the Children’s and Teen Rooms at all times; improving supervision, and service and assistance levels provided increasing the safety of the children and caregivers.
- Transportation of material – The process of handling new material coming into the building and readying it for checkout will be more efficient. With Technical Services located in a space near Circulation, the distance is short and eliminates the trip between floors in the present building.
- Collaborative working environment – Working in closer proximity to each other will facilitate learning and teamwork among staff members.

Communication among staff members will be facilitated and more effective with no traveling between floors.

- Offices – To protect the privacy of the staff, public and Library stakeholders, there are additional offices in the facility. Included in the plans are offices for the Director, the Assistant Director and the Administrative Assistant affording privacy of paperwork and confidential information - necessary for effective operations.

An open space designed into the staff area facilitates easy adaptation of workflow and processes over time. Furniture space can be configured based on the needs of Library departments.

- Program set up – With onsite programming spaces, the Library will no longer need to utilize the Meeting House. This will eliminate travel and reduce set-up times for programming allowing staff to use the time saved on other Library services and responsibilities. Minimizing the use of outside meeting space also enhances employee safety.

The Library can book programs without the restriction of fitting into the Meeting House schedule. Furthermore, funds previously utilized for rental fees can be used towards additional programs.

Set-up time within the Library will also be reduced. It will no longer be necessary to reorganize the Children’s Room multiple times a day in preparation for children to visit the Library for story times and afterschool programming.

- Library support activities – The Friends of the Lynnfield Library (FOLL) and Library Foundation will have a dedicated space to be used as storage and workspace. With the

increased storage, FOLL will have dedicated space to sort and store books donated for their annual sales.

FOLL will be able to hold their book sales in the Library's Program space or on the Green in front of the Library in nice weather. This will bring more community members into the Library and eliminate the labor intensive transport of material by volunteers.

D. Is the project ADA compliant? Yes No

No Architectural Access Board waivers are required.

E. Parking

There will be a total of 71 dedicated parking spaces for the Library's use (patrons and staff); three of the spaces will be designed for ADA handicapped compliance. Signage will be provided so that the use for the Library is clearly marked.

Connected to the Library parking area will be a surfaced lot being created by the Town for the golf course and multi-purpose use containing 54 parking spaces. Today, the parking at the golf course is an area with an irregular boundary surfaced with gravel and dirt and no designated spaces. The construction of a new Library is motivation for the Town to formalize golf and multi-use parking. The parking for the golf course and general use will be not be located on the parcel of land under the custody and control of the Library.

A visualization of the proposed Parking Plan is presented in the Site Plan contained in Appendix N and further described in the letter from the Lynnfield Town Administrator contained in Appendix P. The plan was arrived at after discussions among the Library, Town and golf course operations. The seasonal and daily temporal peak periods for use of the Library and golf are limited and parking availability manageable.

Based on the final curb cuts and traffic circulation decided upon during the construction phase, the golf course and Library parking may be physically separated although that is not desirable aesthetically (reducing the size of the "Town Green" obstructing views of the building from the street) or from the use of valuable land. More of the Library's parcel and more of the tract of town land remaining with the golf course would be consumed for parking. The aim is to have as little asphalt as possible while achieving design and use purposes.

In the winter months, snow will be pushed to the left rear of the building, where an access road will need to be designed and created for fire truck access. It is along the edges of this road and to the side of the Town sides of the lot that parking lot that snow will be plowed.

F. Proposed path of travel from the parking to the building entrance

To enter the building from the parking lot patrons will follow a sidewalk to the front entrance of

the Library. This path will not contain any stairs and the patrons will not need to cross any streets. The path will be covered by a pergola.

G. *What portion of the parking is dedicated to Library use only?*

See the description provided in Section 3 D. above.

H. *Energy-efficiency and environmental sustainability features*

The building has been designed to attain Silver LEED certification by the U.S. Green Building Council. The current LEED Project Scorecard projected is contained in Appendix M.

With the rear of the building consisting primarily of glass and southwestern exposure, accounting for sun will be a consideration in design to ensure that any potential problems are mitigated in advance. Our architect is aware of these factors; indicating that these problems will be resolved at the time the project is undertaken, as they have done in other projects they have undertaken in East Boston, Cambridge and other public Library facilities.

I. *How is flexibility evident in the design; should it be necessary to change or expand over the next twenty years?*

Internally the spaces may be repurposed as needed. For instance, if a Creative Tech Lab is no longer needed, but additional meeting space is, the Creative Tech Lab could convert to a multipurpose space or strictly to a meeting room space.

The proposed design is flexible, allowing the Library to adapt to the future needs of the community. Flexibility is built in through the use of mobile shelving, limited walls, numerous Wi-Fi repeaters, carpet squares and increased and accessible electrical outlets throughout the building. This would allow for reconfiguration of spaces, collections and furnishings and adapting to new technologies as future needs dictate. With the inclusion of a dedicated Technology/Creative Tech Lab, the new facility will be able to accommodate the latest trends and advances in technology. These hands-on opportunities with technology will allow not only the youth of Lynnfield, but all patrons, to learn and explore these technologies.

Expansion on the lower level is a possibility if a small amount of additional space is required. In the plans, the basement is located under a small portion of the Library. The basement could be expanded to add public spaces.

For a large expansion, more land is required. The parcel was created by subdivision to locate the proposed building footprint and design. In doing so, zoning side yard and setback provisions were considered and factored in to optimize siting and blending in with the neighboring uses. Should more space be required, the most practical way to do this would be to obtain more land from the town currently being used by the golf course (to the rear or right side as one faces the

building). This would allow for creation of an expanded lower level addition and induce a reorganization of the proposed internal space utilization to achieve a new goals and needs.

Population growth has been very low and stable for the past 40 years (averaging less than 2% per year) and is not envisioned to modify in the foreseeable future. The population density or character of the area would need to radically change to necessitate this type of expansion.

- J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program? Yes No**

The architectural design varies slightly from the building program. A summary and explanation of the changes are included in the application, in front of the Library building program, Appendix F. Please refer to the summary for explanation. The process used and summary was reviewed by the MBLC Staff Consultant before incorporation into this grant application.

4. Site

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions and selected site, if different.

- A. Describe how and why the chosen site was selected and any alternate sites considered.**

The necessity for a new Library building is due, in a large part, to the scarcity of adequate meeting and programming areas as well as the inability to increase safe and accessible parking at the current location.

The need for additional parking was highlighted in the MBLC's feedback to Lynnfield's expansion grant application during the FY2000-2001 application round. The application did not meet the criteria and it was suggested to revise the application. In a meeting addressing the application, MBLC stated, "The limited size of the site and the lack of any parking are the primary deficiencies in the submittal. The MBLC suggests a new site or acquiring adjacent land is probably needed to correct these deficiencies." See attached correspondence from the Library's 2000-2001 grant application and a letter from the MBLC in 2009 contained in Appendix K for details.

After receiving this feedback, acquiring land adjacent to the current Library was explored; however, it was determined that there were no feasible options. Expansion on the present site would have been expensive and disruptive to the area and residents. The land to one side of the Library is a historic church, long a part of Lynnfield's history and traditions. The land behind the Library is a residence and would have involved eminent domain or acquisition and the owners are not interested in selling. On the other side of Arlington Street is a US Post Office with a long-term lease.

In addition, acquiring and using the land surrounding the Library would necessitate a change in the traffic pattern around the Library, installing additional traffic control devices and this would limit and change access to the residential homes while further adding to traffic congestion in the area.

Even if it were possible to acquire the land required to expand the building, add adequate parking and reroute traffic, there would be significant improvements needed for continued use of the present structure. Or, as suggested by MBLC in the 2001 feedback session, an option would be to tear down all but the original structure and rebuild a proper Library facility. As a part of the overhaul, significant work would be involved to remediate drainage problems and reconfigure the sanitary services by connecting to the Town Hall septic system several hundred feet away.

In 2002, the Town of Lynnfield Master Plan outlined the challenges and opportunities of the existing Library and the need for additional parking was included in the plan. At the time, Reedy Meadow was identified as a possible redevelopment opportunity. This was acted upon in 2005 when the Town acquired the entire Reedy Meadow tract of land – around 100 acres.

In 2013, the Town of Lynnfield Selectmen formed and charged a Capital Facilities Advisory Committee (CFAC) with assessing capital facilities and space needs of select Town Departments over the next 20 years. The Library was identified as a priority department and need. On March 21, 2016, the chair of CFAC reported to the Board of Selectmen and the community on the status of the committee's work.

Vacant tracts of public land in Lynnfield large enough are limited to Reedy Meadow and a parcel abutting US Route 95 in South Lynnfield, behind another post office and a fire house. Different departments, boards and committees have expressed interest in obtaining funding and priority for use of the Reedy Meadow tract for developments in the future. As a result, the Board of Selectmen and CFAC became involved in the decision leading to a new Library being located in the Reedy Meadow tract. A parcel was identified for the new Library building after study and preliminary design work.

The historic Bancroft-Danforth House on the Library's parcel can no longer be safely inhabited. The Library project intends to honor the heritage of these two families by installing a Museum in the Street sign on Summer Street. Architectural features salvaged from the house will be incorporated into the design of the new Library and an area of the Library named the Bancroft-Danforth Room. See appendix G for more details.

While the existing Library building presents substantial challenges as a Library, it is an opportunity for the Town to satisfy requirements for additional facilities in town for various purposes after it is repurposed and refurbished. This has received support from the Board of Selectmen and CFAC.

Another benefit of the chosen site is its location 1/3 of a mile from the current Library, Town Hall, Town Common and Meeting House, Police Station, Fire House and is a reasonable walking distance from three schools: the Summer Street Elementary, middle school and high school – extending the “town center”. The new Library location remains in close proximity to the Police and Fire Departments, maintaining safety and security for the patrons with minimal wait times for emergency responses.

The site is expandable, for future community buildings in the Reedy Meadow area, including possibly a recreation center. The new building is to be situated on the site a few hundred feet from Summer Street allowing for a “Town Green” in front of the Library that may be used for outdoor town activities and events. This represents a reconfiguration and expansion of the area presently used in the summer months for the First Tee youth golf program.

At the October 2016 Town Meeting, residents voted overwhelmingly in favor of creating a parcel for locating the new Library building. By approving transfer of the land to the Board of Library Trustees custody a new Library location was secured.

Current conditions of the site

The Library parcel is situated along Summer Street on the street frontage portion of a town-owned golf course. The “usable” part of the frontage is around 8.5 acres and the parcel designated by an 81P subdivision procedure is 3.424 acres (149,146 SF). It was configured to permit future expansion on the overall site should that be decided in the future. The entire Reedy Meadow tract is close to 100 acres and almost half of the acreage is conservation land.

There are four structures on the Library’s parcel:

- Historic Bancroft-Danforth House (built in 1744) and not occupied in 20+ years;
- Former caretaker’s residence not occupied in 10 years;
- Barn used for storage of golf course and municipal equipment; and
- Refueling station for Town’s two publicly operated golf courses

Portions of the Library will be located where the existing barn and Bancroft-Danforth home are currently located. The Bancroft-Danforth House and the caretaker’s residence need to be demolished; the barn will either be demolished or relocated and the refueling station will be relocated to other Town property on the golf course.

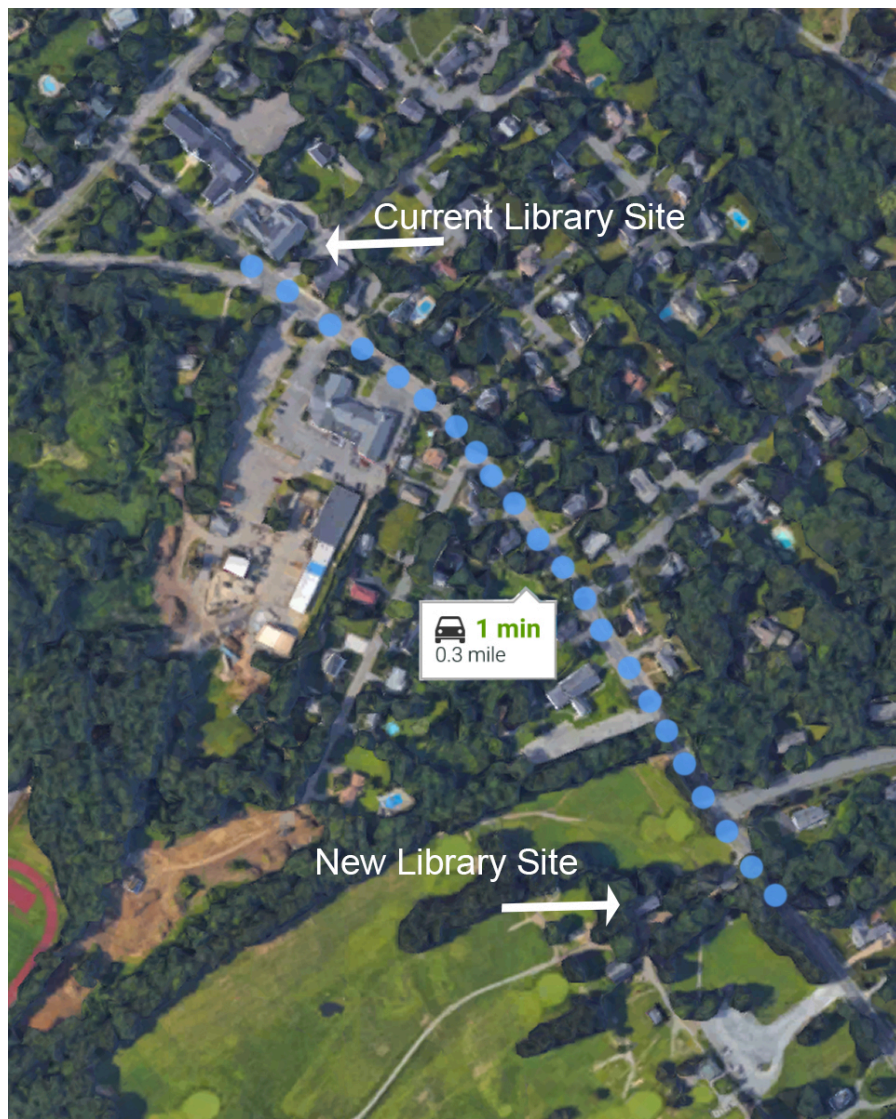
The site currently contains green space where First Tee golf lessons are provided each summer. A green space included in the site plans for the new building will be located directly in front of the Library, allowing for the lessons to continue along with other community activities and events. The Library’s proximity to the golf course and First Tee youth program provide an excellent opportunity for Library outreach to golfers with programs, exhibits and materials.

The placement of the Library was strategically determined to optimize the views of the golf course and to position the Library in a way that golf operations are not disrupted. There have been questions about the safety of placing the Library in front of a golf course. The Library will be no closer to the golf course

than the two existing structures on the land, the barn and Bancroft-Danforth House. There has not been damage to these buildings due to golfing or golf balls. Additionally trees and landscaping will minimize the chances of golf balls entering into the Library section. We envision that golfers and those accessing the Reedy Meadow will take advantage of the proximity and visit the Library. Outreach will be undertaken to expand Library users.



Bancroft-Danforth House



Google maps view showing the distance between current facility and new location

Barn



Access road used by DPW for golf maintenance



View closer on the edge of where the golf course starts



View from edge of parcel looking across



View from Bancroft-Danforth House towards rear of the parcel



View of utility shed



Barn & Bancroft-Danforth House



View looking onto the golf course



View looking at the caretaker's building



View from the caretaker's home looking at the Bancroft-Danforth house



View from edge of Bancroft-Danforth house onto golf course



View from golf course looking at site



Looking onto golf course from site

B. Summarize the site investigation findings in reports on:

- i. Based on the geotechnical work undertaken, there will be no issues with siting the building on the parcel. Borings were taken and perc testing was completed. Plans included in the application demonstrate these results.

When the final building is designed and the cost estimate is updated, the geotechnical findings will be in mind when the update occurs. It is anticipated that drainage around/under the foundation will be provided to prevent any water problems. Additional borings may be required.

There is a drainage culvert around 150 feet away close to Summer Street, but that will not impact the building. This contrasts with the possibility and occurrence of flooding and water overflow at the current Library location.

- ii. A hazardous materials study was undertaken and there is remediation of asbestos that needs to occur before the Bancroft-Danforth House may be razed. Report is contained as Appendix I in this application.

The hazardous material survey revealed that in the Bancroft – Danforth House structure that will be demolished on the site contains asbestos, lead paint and mercury that requires remediation before demolition. This additional cost has been included in the cost estimate. No other issues were identified on the site or with other structures to be demolished or relocated elsewhere onto other Town land.

C. What zoning waivers may be required?

No zoning waivers are required. Creation of the parcel has been approved by the Planning Commission as an 81P procedure and accepted by the Board of Selectmen. Compliance with the zoning ordinance will be related to the building and since it is a new structure and setbacks will be maintained, problems will be prevented.

D. Does the Library have clear title to the proposed project site? Yes No

Included in Appendix A are copies of the Title/Deed and other supporting materials.

- **Land Acquired from Town of Lynnfield**

Title for care and custody of the land and its exclusive use has been transferred from the Town of Lynnfield to the Board of Library Trustees. All documents related to this transaction have been registered in the Recorder of Deeds Office for Essex County in Salem, MA and copies are contained in this Application as Appendix A, Town Meeting Articles,

votes and minutes of Board of Selectmen meetings are included as mandated in appendices to this application.

- **Value of Land**

The parcel conveyed to the care and custody of the Board of Library Trustees has been valued by Lynnfield's Town Assessor at \$1,106,000.00 as of January 3, 2017. See Appendix A for Assessors attestation.

We claim \$800,000 as an eligible cost.

5. Funding and Stewardship

The Board of Selectmen of the Town of Lynnfield embarked on a Capital Facilities Advisory Committee (CFAC) Process in 2014 to understand facility needs across town, evaluate existing conditions and recommend a plan and priorities for capital facilities in Lynnfield for the next 20 years. Their final report will be made to the Board of Selectmen and Town Meeting in 2017. The approved outcomes of the CFAC effort will feed directly into a revision of the Town's Master Plan.

The Lynnfield Public Library has been identified by CFAC as a top priority and the first step that the community will take in the facilities plan. Funding of the CFAC projects (including a new Public Library) will be for the entire portfolio of town capital projects and be dovetailed with issuing municipal debt for these projects. The timing for the municipal debt to be issued will be in 2019 and 2020.

A new Library will be the first Town building to be constructed in 55 years (other than schools). Some initial feedback from a survey of inputs and opinions for the Town's Master Plan update (over 500 respondents so far) ranks a new Library as the top priority for the Town.

The Library Building Committee was appointed by the Board of Selectmen. They chose as members' participants in town committees and process as "community representatives" including the Vice Chair of the Town's Finance Committee, the Chair of the Historical Commission, an individual subsequently elected to the Board of Selectmen, the Vice Chair of the Planning Board as well as citizens representing important and broad constituencies in Lynnfield (seniors and young families). The personal competencies of Committee members have been very useful to the scope of work involved in the project.

The building committee works as a team with the director, designers, consultants, and others throughout the life of the project. At various junctures in the process it reports to and gets approvals from the Board of Selectmen.

In parallel with the development of these plans, the Town's Finance Committee, Town Administrator and Board of Selectmen have been gathering and evaluating inputs from the Library Director, Trustees and Building Committee on its funding requirements (and potentially a Building and Development Grant from the MBLC) relative to the timing of all Town capital projects.

Recognizing that the Library Trustees were interested in a renewed initiative to obtain a grant from the MBLC for a new Library building provided an opportunity for the Town to embrace this and make it a cornerstone of the overall effort. The Library is in a lead role because of the need and due to the timing of a possible MBLC Building and Construction Grant.

Assuming at a future Lynnfield Town Meeting agreement is made to fund the town portion of a successful grant application, other projects in the CFAC plan will be initiated, as well as Public Safety (Fire & Police). The building of a new Library building will reshuffle the placement of various town departments and will affect almost every town function.

a. Describe the potential level of financial support

- i. Local funding will be approved after grant monies have been awarded and available to Lynnfield by the MBLC.

Lynnfield intends to fund its portion with municipal debt to be approved by the Town within 6 months of notification of a Building and Construction grant being funded by the MBLC.

This will be similar to the schools project 14 years ago.

The new Lynnfield Public Library while being pursued independently and based on its own merits, is a part of a larger initiative in the Town to address its capital facilities, serving as a model for these efforts.

Many local boards and organizations are invested in the success of this project. Specifically, the Lynnfield Mom's group, Parent Teacher Organization and local preschools have all expressed excitement and support for the project.

The community has demonstrated continual support for the project at Town Meeting; supporting the submittal of a Planning and Design Grant application, approving the preliminary schematic design and approving the application for accepting and expending grant funds.

- ii. Donor gift giving through capital campaign

The Library Board of Trustees is in the process of creating a not-for-profit foundation and campaign to raise monies for the new Lynnfield Public Library. Financial pledges have been made to endow the Foundation.

- Mission statement for the foundation has been created;

- Attorney has been contracted for creating articles and registering foundation;
- Intention is to recruit volunteer “rainmakers” who will engage in structured fundraising activities;
- No specific contribution goal for new building is available at this time; and
- Along with the Foundation, the Friends of the Library will be an active part of securing financial support for the new building, working in partnership with the Foundation and Trustees.

iii. Charitable giving from businesses, foundations and other prospects

A \$100,000.00 corporate donation made to the Library will be the seed money for the capital campaign.

Other

- b. Describe the potential level of municipal support for Library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion.

The new Lynnfield Public Library will not be shared with other parts of the Town government of activities; it is a single purpose facility. However, the community space being provided in the building and on the site will available for Town activities and community programs, according to Library policies.

The budget for maintaining the building and grounds will be borne by the Town as it is with the present Library building – the Town retains fiscal responsibility. Throughout the project, the Library will continue to communicate financial needs and work with the Town of Lynnfield Financial Committee, Board of Selectmen and other town departments to budget and plan for Library operations in the new building.

As they do in the current location, the local Garden Club has agreed to continue to enhance the landscaping of the grounds through seasonal planting of flowers and plants, as well as maintaining the flower beds.

- c. For **all projects**, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
- i. Guide: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>
 - ii. Form: <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

6. Special Conditions

7. Project Timeline

Estimate the number of months needed to:

- a. Finalize schematic design & complete design development: [12] months
- b. Secure local funding: [12] months
- c. Complete construction: [14-16] months

SECTION 2: FINANCIAL

A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

- For a project in a single municipality or for a Joint Library Project (libraries in two or more towns planning a single building), complete the spreadsheet linked below.
- If your project includes costs for constructing space housing another agency, organization or department as well as the Library, do not fill out section 2A. An Application Addendum for a Shared Building Project is required, with a slightly different spreadsheet. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

The estimated eligible costs for this project are **\$18,857,774.00**. The estimated non-eligible costs for this project are **\$2,719,754.00**

A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary

If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.

<u>Item/Activity</u>	<u>Eligible</u>	<u>Non-Eligible</u>	<u>Total</u>
Construction			
1 Construction (Less Landscaping/Paving)	\$11,379,253		\$ 11,379,253
2 Landscaping & Paving		\$ 1,386,391	\$ 1,386,391
3 Bonds & Insurance (1.5%)	\$ 170,689	\$ 20,796	\$ 165,002
4 Overhead & Profit (3.5%)	\$ 398,274	\$ 48,524	\$ 335,780
5 Permits, if not waived by municipality	\$ -		\$ -
6 Subtotal	\$ 11,948,216	\$ 1,455,711	\$ 13,266,426
7 Contingency for Construction 10% of total	\$ 1,194,822	\$ 145,571	\$ 1,326,643
8 Construction Subtotal	\$ 13,143,037	\$ 1,601,282	\$ 14,593,069
Professional Services			
9 Library Building Consulting, if used (1)			\$ -
10 Architect/Engineering Fees: Schematic Design (1)	\$ 75,000		\$ 75,000
11 Architect/Engineering Fees: 10% of Construction Design Development through Bid Documents (75% of Fee \$\$'s)	\$ 1,094,480		\$ 1,094,480
12 Architect Fees: Construction Administration (25% of Fee \$\$'s)	\$ 364,827		\$ 364,827
13 Project Management / OPM (4% of Construction)	\$ 583,723		\$ 583,723
14 Clerk of the Works, if separate from OPM	included above		included above
15 Hazardous Abatement Design/Oversight (Industrial Hygienist)	\$ 25,000		\$ 25,000
16 Information Technology Consulting	\$ 25,000		\$ 25,000
17 LEED Consulting	\$ 95,000		\$ 95,000
18 LEED Application Fees (Estimate w/fee changes)	\$ 7,000		\$ 7,000
19 Commissioning Agent	\$ 35,000		\$ 35,000
20 Other Engineering (Additional Permitting/Geotech Support)	\$ 25,000		\$ 25,000
21 Interior Design Services	\$ 80,000		\$ 80,000
22 Independent Design Review (if used)			\$ -
23 Legal Services		\$ 10,000	\$ 10,000
24 Misc. Fees and Expenses		\$ 10,000	\$ 10,000
25 Other (list separately on next page)	\$ 38,000		\$ 38,000
26 Professional Services Subtotal	\$ 2,448,030	\$ 20,000	\$ 2,468,030
Furnishings, Finishes & Equipment (FF&E)			
27 Utility Backcharges	\$ 30,000		\$ 30,000
28 Steel Bookshelves & Metal End panels	\$ 175,000		\$ 175,000
29 Mobile Shelving & Mobile Service Desks	\$ 50,000		\$ 50,000
30 Furniture		\$ 500,000	\$ 500,000
31 Window Treatments		TBD	\$ -
32 Telephones, i.e. handsets		\$ 25,000	\$ 25,000
33 Tele/Data Equipment	\$ 50,000		\$ 50,000
34 Computer Terminals & Peripherals		\$ 55,000	\$ 55,000
35 Audio Visual Equipment, i.e. projectors, televisions, microphones		\$ 50,000	\$ 50,000
36 Wayfinding and Decorative Signage		\$ 45,000	\$ 45,000
37 Automated Sorting System		TBD	
38 Security System for Collections		TBD	\$ -
39 Murals or Other Artwork		TBD	\$ -
40 Other (list separately on next page)	Not used		\$ -
41 Subtotal	\$ 305,000	\$ 675,000	\$ 980,000
Contingency for Expenses: Professional Service and FF&E (10% of total of all expenses)	\$ 275,303	\$ 69,500	\$ 344,803
43 Professional Service and FF&E Subtotal	\$ 580,303	\$ 744,500	\$ 1,324,803
44 Expenses: Profession Services and FF&E Subtotal	\$ 3,028,333	\$ 764,500	\$ 3,792,833

<u>Item/Activity</u>	<u>Eligible</u>	<u>Non-Eligible</u>	<u>Total</u>
Other			
45 Town or School Owned	\$ 800,000		\$ 800,000
46 Gifted or Purchased			\$ -
47 Municipal Bond Costs			\$ -
48 Moving		\$ 65,000	\$ 65,000
49 Temporary Library Fit-out, Rent, Insurance, etc.		Not Required	\$ -
50 Other Subtotal	\$ 800,000	\$ 65,000	\$ 865,000
50.a Total Project Costs - Before Escalation	\$ 16,971,370	\$ 2,430,782	\$ 19,250,901
Annual Escalation			
51 Construction for up to 36 mos. (4% per yr./Compounded)	\$ 1,641,092	\$ 199,942	\$ 1,841,035
52 Architects services based on 10% of Construction (3% per yr./Compounded)	\$ 164,109	\$ 19,994	\$ 184,103
53 Professional Services for up to 36 mos. (3% per yr./Compounded)	\$ 81,203		\$ 81,203
54 FF&E for up to 36 mos. (3% per yr./Compounded)		\$ 69,035	\$ 69,035
55 Escalation Subtotal	\$ 1,886,405	\$ 288,972	\$ 2,175,376
56 Grand Total Project Costs	\$ 18,857,774	\$ 2,719,754	\$ 21,426,278

Notes:

- (1) Include only those costs incurred within three years of the date of this application. This could include surveys and materials testing, structural inspections and peer review.
- (2) a. Purchased land and/or building may be valued up to the actual purchase price.
 b. Only monies already expended for eligible costs related to acquisition of real property after January 26, 2014 date can be included as an eligible cost.
 c. Where publicly or privately owned real property is donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.
 d. For more details on valuing land see Question 10 (4) (D)
- (3) Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.

Eligible Cost Backup - Other C

Lynnfield Public Library Grant Application

Financials: Eligible Cost Backup

Other - C.

Architectural Reimbursables	\$15,000
Material Testing	\$18,000
Project Printing (Bid Documents)	\$5,000
<hr/>	
PROJECT TOTAL	\$38,000

B. DETAILED COST ESTIMATE

Include the independent cost estimator's full report in Appendix L.

Estimating Firm:	VJ Associates
Address:	35 Highland Circle Needham, MA]
Name of Estimator:	Kevin Putney
Phone(s):	781-444-8200
Email address:	kputney@vjassociates.com

Cost Per Square Foot

	Project Type	Estimated GSF	Cost	Cost Per GSF
Costs for Construction Only	New Building			
	Average GSF	25,874	\$ 16,434,104	\$ 635
	Addition/Renovation & Conversions			
	Addition portion			
	Existing Renovated portion			
	Average GSF	-	\$ -	
Total Project Costs	New Building			
	Average GSF	25,874	\$ 21,426,278	\$ 828
	Addition/Renovation & Conversions			
	Addition portion			
	Existing Renovated portion			
	Average GSF		\$ -	
Eligible Costs	New Building			
	Average GSF	25,874	\$ 18,857,774	\$ 729
	Addition/Renovation & Conversions			
	Addition portion			
	Existing Renovated portion			
	Average GSF		\$ -	

FUNDING SOURCES

2. Estimated Construction Grant Award			
Use MPCLP awards calculator at			
http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas			
to calculate estimate			
D . Funding Proposal			
Funding Sources	Secured (in hand)	Proposed	Total
General Funds	\$ -		\$ -
Municipal Bond	\$ -	\$ 12,358,914	\$ 12,358,914
Accumulated Capital Construction or Improvement Fund	\$ -		\$ -
Library Trust Funds	\$ 35,000		\$ 35,000
Capital Campaign Feasibility Study Funds	\$ -	\$ -	\$ -
Funds Raised Privately through Capital Campaign or Other Efforts, include Formalized Pledges	\$ 40,000		\$ 40,000
Money Rec'd from Sale of Library-Owned Assets or Artifacts w/TM or City Co. Approval	\$ -		\$ -
MPLCP Planning and Design Grant	\$ -		\$ -
Estimated MPLCP Construction Grant		\$ 8,092,364	\$ 8,092,364
Other State Funds (attach list specifying agency and program)	\$ -	\$ -	\$ -
Value of Donated Land (up to \$800,000) or Value of Purchased Land and/or Building	\$ 800,000	\$ -	\$ 800,000
Federal Fund (attach list specifying agency and program)	\$ -	\$ -	\$ -
Other Funds: Town Funded Planning & Design Study	\$ 100,000	\$ -	\$ 100,000
Total Funding	\$ 975,000	\$ 20,451,278	\$ 21,426,278

SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

1. **Project Director.** The Library director may function as the project director.

Name: John Sayre-Scibona

Position: Owners Project Manager & President, Design Technique, Inc.

Responsibilities: Coordinate: Library, Town; all professionals and trades; other project resources and participants to ensure successful construction, completion and takeover

Qualifications: John Sayre-Scibona has had this role in over 20 public library projects in MA and New England, did the same for public projects like Shalin Liu Center in Rockport and his qualifications are beyond question.

2. **Architect.** Complete this form for the firm, principal and/or project architect working on the project

Architectural Firm: William Rawn Associates
 Address: 10 Post Office Square
 Suite 1010
 Boston, MA 02109
 Phone(s): 617-451-9205
 Website: www.rawnarch.com
 Library project date of hire: September 2015

Name of Principal Architect: Clifford Gayley
 Phone(s): 617-451-9205
 Email address: cgayley@rawnarch.com
 Mass. License #: 8623

Name of Project Architect
 (if different): Samuel Lasky
 Phone(s): 617-451-9205
 Email address: slasky@rawnarch.com
 Mass. License #: 20114

Name of Project Architect
 (if different): Kevin Bergeron
 Phone(s): 617-451-9205
 Email address: kbergeron@rawnarch.com
 Mass. License #: 20157

3. **Owner's Project Manager (OPM).** Complete this form for the firm, the OPM and the Clerk of the Works

Project Management Firm: Design Technique Inc.
Address: 44 Merrimac Street
 Newburyport, MA 01950
Phone(s): 978-462-2094
 978-771-2640
Website: www.designtechnique.com
Library project date of hire: July 2015
Name of OPM: John Sayre-Scibona
Phone(s): 978-462-2094
 978-771-2640

Email address: johnss@designtechnique.com

Name of Clerk of the Works: Gordon Schaaf
 Design Technique Inc.
Phone(s): 978-462-2094
Email address: gordons@designtechnique.com

4. **Library Director.** Complete only if the Library director is not the project director.

Full name: Holly Mercer
Phone(s): 781-334-5411
 870-318-5714
Email address: mercer@noblenet.org
Major responsibilities related to the project: In-charge

B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

The sole awarding legal authority for this project will be:

(Mark only one)

- Board of Library Trustees
 Local Building Committee
 Other Municipal Official

Chairperson or Municipal Official of Above

Full name: Robert D. Calamari
Title: Chair, Lynnfield Public Library Board of Trustees
Address: 18 Summer Street
 Lynnfield, MA 01940
Phone(s): 781-718-6599

Email address: rdcalamari@verizon.net

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

Full name: Holly Mercer
Title: Lynnfield Public Library Director
Address: 18 Summer Street
Lynnfield, MA 01940
Phone(s): 781-334-5411
870-318-5714
Email address: mercerc@noblenet.org

The people legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: Robert D. Calamari
Title: Chair, Lynnfield Public Library Board of Trustees
Address: 18 Summer Street
Lynnfield, MA 01940
Phone(s): 781-718-6599
Email address: rdcalamari@verizon.net

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

Bank or institution name: Eastern Bank
Contact name: Christine O’Sullivan (Town)
Heather Tittmann (Bank)
Title: Christine – Town Treasurer
Heather – Senior Vice President, Director of Government Banking
Address: Christine – Town of Lynnfield
55 Summer Street, Lynnfield MA 01940
Heather – Eastern Bank
195 Market Street, EP3-06, Lynn, MA 01901
Phone(s): Christine – 781-334-9431
Heather – 781-598-7585
Email address: Christine - cosullivan@town.lynnfield.ma.us
Heather – h.tittmann@easternbank.com

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

Office or agency name: Town of Lynnfield, MA
Contact name: Julie McCarthy
Title: Assistant Finance Director/Town
Address: 55 Summer Street
Lynnfield, MA 01940
Phone(s): 781-334-9420
Email address: jmccarthy@town.lynnfield.ma.us

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

Office or agency name: Town of Lynnfield, MA
Contact name: Julie McCarthy
Title: Assistant Finance Director/Town
Address: 55 Summer Street
Lynnfield, MA 01940
Phone(s): 781-334-9420
Email address: jmccarthy@town.lynnfield.ma.us

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

MCPPO-certified City/Town Hall or School District Individual:

Full name: James Boudreau
Title: Town Administrator, Town of Lynnfield
Address: 55 Summer Street
Phone(s): 781-334-9410
Email address: jboudreau@town.lynnfield.ma.us

C. COMPLIANCE ASSURANCES

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. that new, remodeled or renovated Library buildings will be planned for a minimum operational life of 20 years;
2. that the completed facility will continue to be used as a free public Library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public Library function. In the event that the building is not kept in continuous use as a free public Library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the Library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the Library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be

- certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
 5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
 6. that the Applicant and contractors will 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;
 7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;
 8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
 9. that the Owner's Project Manager, architect and other contractors of an approved public Library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
 10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
 11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
 12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public Library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;
 13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
 14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
 15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
 16. that the building will be designed according to 521 CMR: Architectural Access Board;
 17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered 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;
 18. that the Applicant will closely monitor the cost effects of building 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;
 19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;

20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non-matching and non-eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included 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 according to Executive Order 195: Vendor Contracts of April 27, 1981;
30. that the Applicant will file all required reports and the Board will be notified when the approved public Library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;
31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;
32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;

33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;
34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;
35. that the Applicant has clear title to the project site or a lease of at least 99 years;
36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;
37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;
38. that the completed project will meet or exceed a building efficiency rating of 65%.

D. APPLICATION CERTIFICATIONS

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 least one person officially representing the town and one Library trustee representing the Library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.

Name: BRADLEY H. JONES, JR

Title and Board/Committee: STATE REPRESENTATIVE- MINORITY LEADER

Signature: *Bradley Jones* Date: 1/20/17

Name: Philip B. Crawford

Title and Board/Committee: Chairman, Lynnfield Board of Selectmen

Signature: *Philip Crawford* Date: 1/23/17

Name: James M. Bostrom

Title and Board/Committee: Town Administrator

Signature: *James Bostrom* Date: 1/23/17

Name: Christopher Mattia

Title and Board/Committee: VICE CHAIRMAN- FINANCE COMMITTEE

Signature: *Chris Mattia* Date: 1/23/17

Name: Arthur Bourque

Title and Board/Committee: Lynnfield Townscape

Signature: *Arthur Bourque* Date: 1/18/17

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: Diane Courtney
Title and Board/Committee: SSS metco PTD Liaison
Signature: Diane Courtney Date: 1/19/17

Name: Nan Hockenbury
Title and Board/Committee: President Lynnfield Centre Club
aka. Centre Club of the Northshore
Signature: Nan Hockenbury Date: 1/17/17

Name: STEVE TODISCO
Title and Board/Committee: CHAIRMAN, LYNNFIELD HISTORICAL COMMISSION
Signature: [Signature] Date: 1.17.17

Name: JED CARWELL
Title and Board/Committee: CAPITAL FACILITIES ADVISORY COMMITTEE
Signature: [Signature] Date: 1/17/17

Name: John W. Faria
Title and Board/Committee: Chairman Planning Board.
Signature: John W. Faria Date: 1/18/17

Name: Karen Hatheway
Title and Board/Committee: President of Village Home & Garden Club
Signature: Karen Hatheway Date: 1/18/17

Name: Beth S Aaronson

Name: Linda Burns
 Title and Board/Committee: Lynnfield Middle School PTO president
 Signature: Linda Burns Date: 1/19/17

Name: Jessica Clancy
 Title and Board/Committee: PTO HHS President
 Signature: Jessica Clancy Date: 1/19/17

Name: Kathryn Price
 Title and Board/Committee: Summer Street PTO Tri-President
 Signature: [Signature] Date: 1/19/17

Name: Stacy Dahlstedt
 Title and Board/Committee: Summer Street School PTO Tri-President
 Signature: [Signature] Date: 1/19/17

Name: Heather Rose
 Title and Board/Committee: Summer Street School PTO Tri-President
 Signature: Heather Rose Date: 1/19/17

Name: Martine Faria Conzely
 Title and Board/Committee: LHS PTO - President
 Signature: Martine Faria Conzely Date: 1/19/17

Name: Darlene Samikkannu Kumar
 Title and Board/Committee: HHS PTO Co-President
 Signature: [Signature] Date: 01/19/2017

Title and Board/Committee: President, Lynnfield Art Guild

Signature: Beta P. Gannonson Date: 1/18/17

Name: Betty Adelson

Title and Board/Committee: Co-President, ^{Flower} Workshop & Conservation Administration

Signature: Betty Adelson Date: 1/19/17

Name: Ann W. Decker

Title and Board/Committee: President, Friends of the Lynnfield Library

Signature: Ann W. Decker Date: 1/19/17

Name: Erika Wilson

Title and Board/Committee: Lynnfield Moms Group President

Signature: Erika Wilson Date: 1/24/17

APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing Library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings*

*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

- P. Attachments (label sequentially)

Application Package Checklist

The following checklist is provided to assist in submitting a complete application package. Complete and include in the front of the application.

In Package	Submittal <i>(For a detailed list of required submittals, see pages 3-4)</i>
X	Complete original and labeled "Original Copy" and seven additional copies in 3-ring binders (3" max binder width) and using section dividers provided by MBLC
X	Original and dated signatures in Original Copy
X	All sections and questions answered completely
X	Massachusetts Historical Commission Notification Form/Approval Letter
X	Certification of Application filled out completely
X	Copy of title/deed and other documents related to land acquisition or gift
X	City/town map showing proposed site
X	Site plan
X	Topographic survey
X	Library Building Program with completion date on cover
X	Half-size set of schematic design drawings of proposed building prepared by architect with labeled furniture and shelving layouts in Original binder
X	11"x17" reductions of schematic design drawings in each binder
X	Copy of site suitability certification by geotechnical consultant
X	Photographs of the existing conditions and building/proposed site
X	Copies of town meeting or city council votes, if available
X	LEED Project Scorecard if applying for the MPLCP Green Library Incentive
X	Cost estimate
X	Copy of town meeting/city council vote
X	Geotechnical, hazardous material and structural analysis reports
X	Excerpts from long range plan / master plan
X	Table of Contents fields updated as last step before printing
X	Print application and five (5) spreadsheets; insert spreadsheets after the pages specified