

**MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM  
APPLICATION  
GENERAL CONSTRUCTION AND ADDITION/RENOVATION GRANTS  
2000/2001 ROUND**

Applicant Municipality: Town of Lynnfield

Applicant Library: Lynnfield Public Library

18 Summer Street  
(Address)  
Lynnfield, MA 01940  
(Municipality and Zip)

Contact Person: Sue Koronowski  
(Name)  
Library Director  
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Library Board  
Chairperson:

Kerry E. Haughney  
(Name)

  
(Signature)

Building Committee  
Chairperson:

Allen Lieb  
(Name)

  
(Signature)

TOTAL PROJECT COST: \$3,362,900

*Do not write below this line.*

ELIGIBLE PROJECT COST: \_\_\_\_\_

POTENTIAL GRANT AWARD: \_\_\_\_\_

**ORIGINAL PLUS SIX COPIES DUE  
JANUARY 18, 2001 BY 4:00 PM AT  
THE COMMONWEALTH OF MASSACHUSETTS  
BOARD OF LIBRARY COMMISSIONERS  
648 Beacon Street, 5<sup>th</sup> Floor, Boston, MA 02215  
Phone: (617) 267-9400 1-800-952-7403**

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**ABSTRACT**

*Please summarize your construction project in 200 words or less.*

*See next page*

**DIRECTIONS TO SITE OF NEW OR RENOVATED LIBRARY**

*Briefly describe the site and give written directions to the site from the nearest major highway.*

Take Route 128 to Exit 41, bear right at the bottom of the ramp and merge onto Main St, in approximately 1 mile you will enter the center of town. On the left is a small plaza, bear right on South Commons and continue to the stop sign. The library is directly on the left.

**TOWN MEETING/CITY COUNCIL VOTE**

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

*If such a vote has taken place, please attach a copy of the certified vote in Appendix B.*

*If such a vote has not yet taken place, when is it projected to take place? (Date) March / April*

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

*If such a vote has taken place, please attach a copy of the certified vote in Appendix B.*

*If such a vote has not yet taken place, when is it projected to take place (Date) March / Apr 2021*

*(Note: In order for this application to be considered the vote must take place and a certified copy must be forwarded to the MBLC by May 10, 2001.*

*For details and suggested formats see the workshop handout*

**Section 1: General**  
**A. GENERAL AND LIBRARY INFORMATION**

**1. Population of applicant municipality:**

a 1990 U S. Census population 11,274

b. Later official census population 1998- 11,359

Please specify source(s) MAGNET

c. Estimated 2020 population 11,095

(Please specify multiple sources) Data Center of the Met. Area Planning Council  
(MISER projections for 2010 - 12,530)

**2. Number of hours the library building is open to the public per week (if this varies seasonally, please give both):**

Summer 56 Winter 64

**3. Automation: Check any that apply:**

Full member of network. Which one? NOBLE

Online affiliate member of network. Which one? \_\_\_\_\_

Have PAC terminals

Stand alone circulation system

### Section 1: General

#### B. PROJECT INFORMATION

1. **Function of proposed project building will be:**

Main Library  Branch Library \_\_\_\_\_ Joint Public Library \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

2. **Describe the present library facility:**

\_\_\_ No library facility exists.

\_\_\_ A library facility of \_\_\_\_\_ gross square feet exists, but will not be part of construction project. This building will be reused as \_\_\_\_\_ It was constructed in (date) \_\_\_\_\_

Library facility exists and will be part of construction project.

3. **Description of project:**

\_\_\_ New library building of \_\_\_\_\_ gross square feet.

Existing library building of 15,804 gross square feet; constructed in (Date) 1856/1959/1967 will be/has been:

\_\_\_ Remodeled/renovated.

Remodeled/renovated and enlarged

by an addition of 6,395 gross square feet.

\_\_\_ Existing building, previously used as a \_\_\_\_\_ will be/ has been acquired and will be converted to a library of \_\_\_\_\_ gross square feet.

4. **Completed project will be: (from Architectural Plans)**

22,699 gross square feet. 16,028 net usable square feet.

5. **Projected space needs for the library in 20 years will be: (from Library Building Program)**

22,305 gross square feet. 14,870 net usable square feet.

6. **Will this facility share space with another agency/organization?**

YES \_\_\_ NO

If YES, please specify agency. \_\_\_\_\_

If YES, complete the page "Project Costs for a Library Facility to be Shared with Another Agency."

What percentage of the total gross square footage of facility will be shared with this agency? \_\_\_\_\_%

7. **Does the town or the library hold fee simple title or other such estate or interest in the site, including access thereto, OR does it lease it?**

YES  NO \_\_\_ 99 year lease \_\_\_\_\_

8. Estimated Capacities:

	PRESENT HOLDINGS	CALLED FOR IN BUILDING PROGRAM	CAPACITY AS SHOWN IN DESIGN
Volumes - Adult	40,165	47,400	49,650
Volumes - Young Adult	included in adult	3,600	4,900
Volumes - Children	16,962	16,000	16,630
Volumes - Other	-	-	-
<b>TOTAL VOLUMES</b>	<b>57,127</b>	<b>67,000</b>	<b>71,180</b>
Periodical Subscriptions	160	300	700
Audio Recordings	1,101	} 8400	} 8400 +
Videotapes/Discs	1,985		
Other A/V Materials	309		
Seating - Adult	54	59	78
Seating - Young Adult	4	14	8 (+32)* 1
Seating - Children	20	24	26
<b>TOTAL SEATING</b>	<b>78</b>	<b>97</b>	<b>112 (144)</b>
Computer Stations Adult*	12	14	11 (+16)* 2
Computer Stations, Y.A.*	1	2	2
Computer Stations Children*	2	4	4
<b>PUBLIC COMPUTER STATIONS TOTAL</b>	<b>15</b>	<b>20</b>	<b>17 (+16)</b>
Meeting Room Seats (Main)	-	75	77
Other Conf/ Mtg Rooms	-	-	-
Story Hr/Activity Room	-	-	-
Parking spaces - staff	7	-	7
Dedicated on-site parking spaces - library patrons	10	-	6
<b>TOTAL PARKING</b>	<b>17</b>	<b>-</b>	<b>13</b>
FTE Professional staff	2.7	-	-
FTE Non-professional staff	11.1	-	-
<b>TOTAL STAFF</b>	<b>13.8</b>	<b>-</b>	<b>-</b>

\*1 Young Adult seating is augmented with the study area in the Program Room  
 \*2 Computer training room in lower level.

## **Section 1: General**

### **C. NEEDS ASSESSMENT OF PHYSICAL FACILITY**

#### **EXISTING BUILDING DEFICIENCIES AND THEIR IMPACT ON LIBRARY SERVICE**

1. *Describe the specific space needs or conditions of the existing building, which generated the proposed project.*
2. *Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety and health issues including code violations, handicapped access, energy efficiency and other relevant factors, which justify the need for a new improved or expanded facility.*
3. *How does the existing facility limit the ability of the library to meet local demands for public library service? What populations are unable to use the present facility?*
4. *What institutional service goals/ objectives cannot be met because of the limitations imposed by the present facility?*
5. *A copy of the library's long-range plan is on file at the MBLC. For the purposes of this grant, you should photocopy relevant sections or provide direct quotes from your long-range plan about the physical plant.*
6. *Please attach a photographic essay of your library that can serve to familiarize reviewers who may have not visited your library with current conditions.*
7. *Has local demand or need for public library services or enhanced library services been growing?*

#### **PROPOSED BUILDING IN RELATION TO NEEDS OUTLINED ABOVE**

1. *Describe the future library's impact on projected 20-year library service needs for your community.*
2. *What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now?*
3. *What services and programs, etc. can be offered in a new, expanded or renovated facility?*
4. *How are existing health and safety issues resolved in the new or renovated facility?*
5. *What operational cost benefits and or improvements in the delivery of library services will result from this library improvement project?*

**[Please be brief, but use additional sheets as might be necessary]**



**Section 1: General**  
C. Needs Assessment of Physical Facility

**Existing building deficiencies and their impact on the library service**

1. Describe the specific space needs or conditions of the existing building which generated the proposed project.

The need to address the building deficiencies of the Lynnfield Public Library has been documented for more than thirty years. Facility assessment reports have consistently stated that "... More interior space is needed." Specifically the existing library facility's problems and resulting service limitations that generated this proposed project include:

- Inadequate space for existing popular collections and no room for collection growth
- Structural limitations on the placement of book stacks that restrict flexibility
- Adult fiction must be housed in an isolated basement
- Inadequate space for Children's, Young Adult and Senior Services
- No Library Program Room
- Poor lighting and noise resulting from Main Reading Room design
- Interior requires remodeling and reconfiguration
- Staff space for support services is insufficient
- Composite nature of facility impedes visual supervision and functional organization
- Lack of technology Training Area and workspace
- No room for expansion of Local History and Genealogy Room

It is clear that the Lynnfield Public Library facility needs to change to fulfill its public library service goals and to achieve its mission.

2. Describe the adequacy or in adequacy of existing space, the age of the facility, possible safety and health issues including code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new improved or expanded facility.

The original westernmost portion of the Lynnfield Public Library is a schoolhouse, which was built in 1856 and taken over for the library in 1905. In 1991, as part of a town wide capital project an elevator was installed and book stack isles were widened to address ADA compliance requirements. As a result of widening the book stack isles and the inadequate load capacity on much of the ground floor, the Fiction and Mystery collections are presently located in the drab isolated basement area. Although the collection has preferred low-density shelving, its location in an isolated basement poses both a safety and security problem. This area is virtually closed off from the rest of the building with no staff present on the level. There has been vandalism to the collection as well as reluctance on the part of some users to use the area alone. It has also become a place small groups gravitate toward because of its seclusion. In October 1998, the architectural firm of Meyer and Meyer published a "Facility Study-Cost Estimates" report. This document identified a number of Fire Code violations in the Library and recommended that the system be upgraded to meet present code. Despite adjustments and additions to the library, additional space, reconfiguration, and renovation is needed to maintain its viability in the 21<sup>st</sup> century.

Due to inadequate space, the Lynnfield Public Library currently lacks the capacity to shelve many of its collections. The holdings exceed shelving capacity by about 5,000 items and there is no room for growth. Statistics show a 226% increase in library holdings between 1960 and 1999, while there was only a 12% increase in library square footage since 1970. Approximately 3,000 items are added to the collection each year, but the lack of shelving space means that 3,000 items must be withdrawn. There have been no "net additions" for years. Specifically there is no space to expand the active audiovisual materials, "Large Print", "New Book" and "Young Adult" collections. The Children's area presently makes up 10% of the library's space and circulates 40% of the materials. Picture Books in the undersized Children's Room are the most crowded, and the children's paperbacks and nonfiction are beyond standard shelving capability. Large sections of the Children's Room including the preschool collections are not visible from the Circulation Desk leaving the room effectively unsupervised when it is open evenings and weekends without children's staff.

Equally inadequate is the lack of space for a Program Room where special lectures, performances or discussion groups can meet. Presently the Main Reading Room must be used for this purpose, and this halts most regular library operations. (The design of the Reading Room contributes to poor acoustics throughout the library.) Smaller adult library programs including book discussion groups take place on an open area of the mezzanine contributing to noise and using some of the limited library space that could carry full book stacks. Story programs must be held in the Children's Room because there is no alternative space, making the collection unavailable to other young users. It is very difficult to offer any type of craft activity to children in this limited setting.

The Young Adult area is located in the center addition and adjoins Children's. The four seats are inadequate for the two dozen or so young adult patrons that gather to study and meet in the reference/study area of the Main Reading Room. An atmosphere conducive to quiet reading or research becomes very difficult to achieve during the after school hours and most adults leave the library. The Young Adult area lacks enough varied seating, electronic workstations and materials to draw young adults to it and make the rest of the library more available to other users. Nor is there sufficient space available to achieve this.

This overall shortage of space is compounded by the building's structural restrictions. The open area on the Main Reading Room's floor is not designed to carry the weight of standard 90" high book stalk shelving, and the nature of the facility makes visual supervision, functional organization of service areas, and efficient HVAC problematic. Small adult library programs including book discussion groups take place on an open area of the mezzanine contributing to noise and using some of the limited library space that could carry full book stacks. Although ADA compliance is generally good, the entry is not equipped with automatic doors and needs to be reconfigured for improved access. Other safety concerns include worn seams in carpeting and poor lighting. The downlights cause glare, which makes reading, studying, or using computers difficult at night. Space restrictions and proper wiring also limit the number of electronic workstations that can be set up. The library presently conducts all computer training on the public workstations. This makes these computers unavailable for library users during the sessions and also disrupts other library users. The configuration of these workstations is not conducive to instruction and class size must be severely limited. Staff training must be done individually in staff offices. More computer stations (and computer furniture) as well as category 5 cabling are needed.

Statistics show that staff areas may take up 20 to 25% of a building's usable space. The figure in the Lynnfield Public Library is 10%. Staff areas are small in size, and no staff rest room exists in the facility. The only staff room is located over the children's room with no handicapped access. This is the only self-contained room in the building and Trustee's meetings are regularly held there in violation of the open meeting law. The Assistant Director, who is also Head of Reference, shares a workplace with Technical Services and there is no space for an administrative assistant. It is difficult for the best of staff to work efficiently without offices or separate staff workstations. Reference and Children's librarians have neither.

It is our belief that the above-mentioned inadequacies justify the need for an improved facility.

3. How does the existing facility limit the ability of the library to meet local demands for public library service? What populations are unable to use the facility?

The Lynnfield Public Library 's last major addition was completed over thirty years ago, while throughout that time library use and community expectations have expanded and grown. Due to the public's demand for more electronic access to global information, computers have taken up seating and shelving space while the number of patrons steadily increases. The Lynnfield Public Library offers computer classes for both the on-line catalogue and basic Internet instruction. These classes are intended to instruct patrons in accessing library collections and other electronic resources. Due to lack of a computer training area, classes are held at the two public access computers limited to two students per session. Since these classes were instituted in 1996, each session has been filled within a week of their announcement with a waiting list each time. It is evident that we are not presently able to meet the need for computer instruction in the community.

Although the patrons expect library services to focus increasingly on children, young adults, and seniors, the present Lynnfield facility is severely limited in meeting these patron's needs due to inadequate space for the materials and seating and statistically smaller staff and children's areas. More space is needed for additional workstations, audiovisual materials, "New Books", and a meeting or activity room which the public requests.

The largest limitation in attempting to provide library services in the present facility is the inability to provide multiple services simultaneously. In both the children's and adult areas of the library any program makes it very difficult for others to perform research, study, and in many cases simply retrieve materials from the collection. In FY 2001, the Library held 111 children's programs and 61 adult programs. When programs are being held in the main reading room the photocopier, word processing computers, and about half of the workstations used to access electronic resources, including the catalog are unavailable. During the children's programming the majority of the collection is inaccessible, no seating is available, and there is no place for caretakers and siblings to gather. Due to inadequate seating in the Young Adult area and acoustical issues when students gather in the main reading room after school to study, it is impossible for other library users to conduct library business. During this period of time it becomes impossible to serve the needs of more than one user group. Patrons who need a quiet area to conduct their library business leave the library during these hours.

Other youth/student groups in Lynnfield, most recently a local nursery school group, have difficulty scheduling visits to the library because they cannot make use of the library collection and services when there is a program in session. Community groups inquire regularly about holding meetings at the Library and we are unable to accommodate their requests.

The configuration of the present building requires unnecessary staff time to answer patrons' questions about the location of both service points and collections. Upon entering the building, the children's department is not visible and neither are the stairs to the mezzanine. The new book area is located in a small hidden alcove, the fiction collection is housed in the lower level accessible by a staircase in an obscure location, the non-fiction collection is split between the first floor and the mezzanine level, and the reference collection is dispersed amongst the newspaper and magazine browsing area. This configuration, lack of flexibility, and insufficient space make it impossible to meet the needs of our users.

Every library user is affected by the lack of space at the Lynnfield Public Library, since the space problem freezes its programs to present conditions and present services rather than allowing for the ever-expanding scope of information available worldwide. Renovations are needed to support all of its service roles in order to add to and strengthen its collections, provide technical training and support to its patrons, or share knowledge via a meeting space. However, handicapped and young adult populations are the most affected by the limitations of the present facility. Handicapped patrons are the most hampered, since automatic entry doors are not available and discourage some from availing themselves of the library. In the case of Young Adults, the YA area lacks space for enough seating (only 4 seats are in that area), electronic workstations, and work areas to draw these patrons.

4. What institution service goals/objectives cannot be met because of the limitations imposed by the present facility?

The Lynnfield Public Library has as its mission "to make accessible to all patrons of the library sources of information which will meet their needs in their pursuit of knowledge, education, and recreation." It focuses on four main service roles, which are sought by Lynnfield Public Library patrons: Popular Materials, Independent Learning Center, Formal Education Support Center, and Community Information and Activities Center. However, the limits of the present facility make it impossible to meet these public demands. Each library service role has distinct facility requirements, which are presently inadequate. In the case of "Popular Materials", space is needed so that sufficient collection areas and appealing low-density shelving will encourage use. "Independent Learning" and "Formal Education Support" Centers also require adequate shelving space to support subject depth as well as collaborative electronic workstations. "Formal Education Support" and "Community Activities Center" generally require group and quiet study areas, which are not currently available.

Section 1 : General  
C. Needs Assessment of Physical Facility

5. A copy of the long-range plan is on file at the MBLC. For the purposes of this grant, you should photocopy relevant sections or provide direct quotes from your long-range plan about the physical plant.

The library's 1996 *Long Range Plan* notes that shelf and office space was "lost" in the 1991 project's improvements to library access for patrons with disabilities while the fiction collection was relocated to the basement. The *Plan* also lists increased space for collections, renovating space and establishing a program space under "Improve and Maintain the Available Facilities."

Relevant pages from the actual plan follow.



## MISSION STATEMENT

The mission of the Lynnfield Library is to make accessible to all the patrons of the Library, sources of information which will meet their needs in their pursuit of knowledge, education, and recreation. Particular emphasis will be given to fulfilling the roles of "popular materials library" and "educational support" for both formal and independent pursuit of learning.

The library recognizes its obligation to serve not only its current users, but to search for materials and methods that will meet the needs of members of the community who have not been traditionally library users. The library must not freeze its program to present conditions and present service areas, but must be alert to anticipating the future needs of Lynnfield patrons as well. The Library must also maintain an awareness of the ever expanding scope of information available world.wide.

The Lynnfield Library seeks to promote endeavors which will stimulate and expand the varied interests individuals, with concern for all ages, backgrounds, interests, abilities, and levels of education. Effort will be made to coordinate this work with that of other educational, social, and cultural groups in Lynnfield in a cooperative effort.

In order for the public library to fulfill its purpose, there is an expectation that any patron will not hinder others in the use of the facility and its resources.

## THE PHYSICAL PLANT

The current physical plant is much different from the 1856 school house which was taken over in 1905. As may well be imagined many adjustments and additions have been made to that space over the years. During the last 40 years the space has been impacted by projects of varying scope in 1959, 1967, 1978 and most recently in 1991. The current square footage, of 11,375 was established by the 1967 project. However adjustments made in 1991 "lost" shelf and office space in making necessary adjustments in accessibility to accommodate handicapped patrons.

The current area is not only more hospitable to patrons, but also to the staff who need to work here. The former space designated for Technical Services was crowded and difficult to maneuver. The current area provides desks for 5 staff members as well as two NOBLE workstations and two computer workstations. There is now a room for public access to a typewriter and a Mackintosh computer. The Genealogy Room is now conveniently located on the first floor.

Of course there were some trade-offs, which are now deemed to be less convenient than the old plan. The Director's office is now located on the second floor. There is no longer a staff rest room. The fiction collection is now located on the basement level.

And some issues remain the same. There is never enough shelf space. There is never enough storage space. There is never enough parking. And perhaps most importantly there has never been a "meeting room."

# Goals + Objectives

## TO IMPROVE AND MAINTAIN THE AVAILABLE FACILITIES BY:

### IMPROVE HANDICAPPED ACCESS

- \*Door
- \*Optilec
- \*Tool for reaching high shelves
- \*TDD line

### ESTABLISHING A MEETING SPACE

- \*Regular agreement for off site programming.  
Senior Center  
Meeting House

### INCREASED CAPACITY FOR COLLECTIONS

### INCREASE ATTRACTIVENESS AND USEFULNESS OF SPACE

- \*Basement "Beautification"
- \*Posters
- \*Security device (or staff person)

### IMPROVE ATTRACTIVENESS OF EXTERIOR

- \*Benches
- \*Trash cans

### IMPROVED LEVEL OF CUSTODIAL CARE

- \*Interior cleanliness
- \*Lawn care
- \*Litter collection

### PATRON CONVENIENCES

- \*Coat racks
- \*Water fountain

### TRAFFIC & PARKING

- \*Traffic pattern to allow for free access
- \*Additional parking

### RENOVATION OF SPACE

- \*Sink for craft programs
- \*Raised area for storytimes
- \*Individual study carrels (w/reading lights)
- \*Screen for movies
- \*Adaptation of Greene room space to allow for fuller usage

# Needs based on 'vision g'

## \*\*\*Enhanced physical plant

- Meeting Space
- Director's office more centrally located
- Building Addition
- More Shelving
- Basement "beautification"
- Handicapped door
- security personnel
- renovation of building to allow for full use of Greene Room space
- Exterior: benches, trash can
- Coatracks
- water fountain
- adjusted traffic pattern (to allow for free transit not hindered by "pick-up" from school behind screen for real movies
- sink etc for kids crafts
- levels for storytimes
- individual study carrels (w/reading lights)

## \*\*\*Collection

- More audios
- unabridged audios
- classic audios
- more computers for personal use
- more CD-ROMs
- circulating CD-ROMs
- Save fiction
- More childrens materials
- more videos-popular
  - educational
  - how-to
  - childrens
  - classic
- more categories of childrens' materials
- more foreign language
- more investment
- more recent pb.
- beginning computer books
- resources related to local college curriculum
- better internet access
- tape recorders/walkmen/cd players
- more environmental info
- more health/exercise
- more large type

## Lynnfield Library Action Plan FY2002

### A. To provide greater patron access to information by:

#### 1. Increasing the hours of access

- Implement Saturday hours (9-1) in the summer 7/01
- Add Sunday (1-5) hours in the winter 9/02

#### 2. Improved patron assistance and training

- Expand training in the on-line catalog, electronic databases, and the Internet. 2/01
- Increase staffing to provide coverage in the Youth Department at all times. 9/01
- Continue emphasis on staff training in order to provide proper assistance to patrons.  
ongoing

#### 3. Increased service to young adults.

- Add staff to serve the unique needs of this age group. 9/02
- Expand the collection for this age group. 7/01
- Provide adequate seating area. 1/03

#### 4. Additional information access points

- Increase the number of workstations for catalog, Internet and electronic resources.  
12/00
- Improve publicity concerning remote access to resources. 1/01

#### 5. Collection Maintenance

- Develop a formal collection management policy for print and non-print materials.  
7/01
- Expand collection management activities to include the expertise of more staff members.  
10/00
- Prioritize the subject area activities of collection assessment and implement a long-term  
schedule. 2/01
- Utilize the improved access to collection data to determine patron interests. 10/00
- Continue growth in traditional and new non-print formats: CD's, DVD, electronic books.  
10/00
- Implement additional preservation techniques to prolong the life of materials. 1/01

### A. Goal

#### 1-5 Objective

- Action Step

## Lynnfield Library Action Plan FY2002

### 3. To establish a more significant presence in the community

#### **1. Redefine our community of users by examining needs, interests, and preferred materials format.**

- Develop and distribute a user survey. 10/01
- Utilize feedback from focus groups to define user needs 11/01
- Evaluate results. 1/02

#### **2. Increase promotion, publicity and programming to highlight Library services and resources in support of user interest.**

- Promotion: develop booklists, subject bibliographies, informational brochures. 7/01
- Publicity: utilize newsletters, press releases and local cable access. Ongoing.
- Evaluate adult programming efforts. 1/02

#### **3. Develop a plan to promote Library services and resources to electronic users, both in-library and remote.**

- Maintain and develop the Library web page. ongoing
- Develop subject oriented Internet classes. 8/01

Utilize electronic medium to distribute information about Library services and resources. 10/01

#### **4. Expand collaboration with other Town departments and organizations.**

- Develop joint programming efforts with local genealogy groups, seniors and cultural groups. Ongoing
- Pursue opportunities to speak to local service organizations to promote Library services. Ongoing

#### **5. Strengthen relationship with the schools.**

- Further develop the well-established link with the schools to provide after school library services to students. 10/01
- Expand collaboration with school library media specialists, i.e. classroom book talks, author visits and summer reading lists. 3/01
- Develop areas of the youth collection to reflect the Curriculum Frameworks. Ongoing

### B. Goal

#### 1-5 Objective

- Action Step

## Lynnfield Library Action Plan FY2002

### C. To improve and maintain the facility by:

#### 1. Increase the size of the existing building. FY 2002

- Establish a program space in the Library for youth and adult programs.
- Allow for increased capacity for collections.
- Provide flexibility for use of present space.
- Eliminate use of isolated basement area.

#### 2. Replace present furnishings.

- Add electronic workstation configurations. 9/01
- Provide comfortable seating. 9/01
- Replace carpeting. 9/01
- Provide individual study carrels. 9/01

#### 3. Improve lighting

- Add task lighting. 9/01
- Replace fixtures in reading room and mezzanine. 9/01
- Increase lighting over circulation and information areas. 9/01
- Increase exterior lighting in front and on side of building. 9/01

#### 4. Improve handicapped access.

- Replace front door. 9/01
- Utilize lower area of circulation desk for service. 10/00
- Lower fixtures in bathrooms. 11/00

#### 5. Improved level of custodial care.

- Lawn care. 4/01
- Snow removal. 12/00
- Litter collection. 11/00

#### 6. Traffic and parking

- Alternate parking for adjacent buildings. 10/01
- Increase size of municipal parking across the street. 3/02
- Limit parking to 1 hour in front of building. 3/01

### C. Goal

#### 1-5 Objective

- Action Step

5. Please see attached photographic essay of the Lynnfield Public Library.





Main Reading Room as a study area.



Main Reading Room as Program space.



Storyhour Program



Craft Program



Children's Picture Book Collection



Young Adult Area + Homework Center



AV Collection



Local History and Genealogy



Technical Services Area - Plus additional staff workstations.



Assistant Director's "Alcove" in Technical Services



Large Print Area



Fiction + mystery Collection in secluded basement area.



Library Program  
on mezzanine



Supply storage in  
Staff coat closet.



7. Has local demand or need for public library services or enhanced library services been growing?

Local demand for public library services in Lynnfield has grown significantly over the last forty years. Circulation of materials is a fundamental measure of library use, and Lynnfield is an exceptionally active library by that standard. While the Lynnfield population grew 25% between 1960 and 1999, total circulation increased about 96%. Lynnfield's annual borrowing rate of 13 per capita is always among the highest in the NOBLE library network and almost twice the state annual per capita rate of 7. This per capita circulation grew 85% between 1960 and 1998. Due to space restraints the number of items in the collection has remained stable over the past ten years. At the same time, due to advanced technologies many new formats have become available and the demand for these materials has increased significantly. In addition to books, the Library presently loans books-on-tape and CDs, educational and entertainment videos, music CDs, and CDROMS. These audio-visual materials represent only 5% of the library holdings and almost 17% of the total circulation, but there is no space to expand this heavily used collection. Over the past ten years library patrons' informational needs have both increased and become more sophisticated. The need to provide current information and assist patrons in locating global information quickly has increased tremendously. In 1990 the Lynnfield Library provided reference assistance to 10,497 patrons, in 2000 the number of patrons seeking assistance with their informational needs almost doubled to 20,695. In 1990 the Library provided a limited number of terminals to provide access to the electronic catalog. In 2000 the Library provides 6 electronic access points for the catalog, 7 Internet/on-line database workstations, and 2 public word-processing computers. Last year the Library provided 4751 patrons with 2296 hours of Internet access and 803 patrons utilized the word processing computers for 1565 hours. Each month the total number of visits to the Lynnfield Public Library almost equals the total number of town residents. In 1995 the number of annual visits to the Library equaled 114,000 and by the year 2000 it had increased to 118,228. This intensive use of the library is challenging the capacity of the current facility to meet the long-term growth in demand for an increasing variety of services and material formats.

**Proposed Building in relation to needs outlined above**

1. Describe the future library's impact on projected 20-year library service needs for your community.

The future library will have a great impact on the projected 20-year service needs of Lynnfield. It has been designed to afford flexibility for future changes and expansions in collection holdings and technology. It makes provision for additional electronic workstations with local and remote access, internal and external communications technology and additional material storage. The library will have comfortable, quiet, easily supervised and adequately heated and lighted study areas, which are visible but acoustically isolated. It will have equal convenient access to all services and collections by every library user, and it will have easily identifiable services and cohesive collection areas.

The Lynnfield Public Library's central location on the Lynnfield Town Common and its proximity to Senior Citizen Housing and half of the town's schools (located within a quarter mile of the library), have made it one of the last true community centers. It is at the Library that the town residents of all ages mingle and will continue to do so. It is our hope that in the next 20 years the Lynnfield Public Library will grow in order to accommodate an increasing range of library services, formats, and technologies while remaining a consistent community support and connection center.

2. What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now?

The renovated facility will provide its handicapped, temporarily disabled, and elderly patrons improved access to the building by installing automatic entry doors and reconfiguring the entry for easier access. Also, improvements in signage and redesigning service desks will take place in order to meet ADA stipulations. Convenient access to the library building and its services and collections is a fundamental facility requirement.

The new facility will allow for maximum use of the building by all age groups when there is room for various activities to take place at the same time. This will greatly benefit young adults in that it will provide them with a quiet place to meet and study that has adequate seating and workstations available.

Local adults will be able to reserve the Program Room in order to hold meetings on the weekend and evenings. This is not currently possible. Preschool and elementary aged children will be able to regularly visit the library without keeping other children from accessing the collections or enjoying programs.

3. What services and programs, etc. can be offered in a new, expanded or renovated facility?

The expanded and renovated library will operate as a more effective "Popular Materials" library in the following ways:

- Adult fiction and mysteries will be moved out of a dark basement
- Sufficient shelving will allow for collection growth in selected areas and modest long term growth in others
- More audiovisual materials will become available
- Children's fiction and nonfiction choices will be shelved and expanded
- "New Book" items (and paperbacks) will be displayed and holdings expanded
- Young Adult collection will be expanded
- Large Print collection and good lighting will be easily accessible.

The future library will also positively impact the "Independent Learning" and "Formal Education" service of the Lynnfield Library by:

- Providing print collections adequate in size and depth to support student assignments and research
- Providing worldwide electronic information by installing additional computers with networking capabilities)
- Introducing larger collaborative workstations to be shared by librarians and people using on-line databases and the Internet
- Adding quiet study seating
- Increasing the Children's area facilities and zoning it for activities
- Expanding the preschool collection
- Installing electronic workstations in the Children's area
- Creating a visible but acoustically isolated Young Adult area with a study space, workstations, an appealing collection, and a variety of seating.

A much needed and desired improvement will be the "Community Center" or Program Room, which will greatly support the community by:

- Providing a multipurpose room for children's story time/crafts and young adult/adult programs
- Allowing admittance to the area during times other than when library services are not in operation
- Making basic kitchen facilities available for activities held in the room

Other new and improved services/features will include:

- Providing convenient building access (installing automatic entry doors)
- Redesigning all staff work areas to assure efficiency and good productivity
- Layered lighting levels that avoid glare
- Acoustically redesigned surfaces
- Adequate storage for equipment and supplies

4. How are existing health and safety issues resolved in the new or renovated facility?

In order to resolve the safety issue of the unsupervised basement area and the vandalism problem, the new facility will be redesigned so that the fiction/mystery collection will be moved to a new shelving area upstairs, and the basement area will be used for storage and a computer training area which will be supervised by an instructor at the time of use. The lack of supervision in the children's area on evenings and weekends will be solved by reconfiguration and redesigning the circulation desk, allowing for visual observation of the area from the desk. Worn and lifting carpeting will be replaced in order to remove any possible danger for handicapped or elderly patrons. The fire alarm system will be upgraded to comply with current code requirements.

5. What operational costs benefits or improvements in the delivery of library services will result from this improvement project?

Our proposed library improvement project will result in advances in the delivery of such library services as circulation, reference services, and programs. Specific examples include:

- Additional space will enable us to expand our collections of children's books, New Books (displays), Large Print books, and Young Adult paperbacks, and allow the adult fiction/mystery collection to be moved out of the drab basement.
- The non-fiction collection will be more easily accessed with consecutively shelved books on one level, instead of the present multi-level arrangement.
- The information desk will become the hub of its support collections (print reference materials, electronic workstations and the non-fiction collection) when located in a more central location in the main reading room.
- All popular browsing collections will be located in one central location under the Palladian window in the front of the reading room.
- The increase in space will enable the Library to increase its holdings and expand its Local History and Genealogy area/services as well.
- More interior space and adequate wiring will make possible the installation of more workstations and the creation of a technology training area in the lower level.
- Additional training sessions will assist in meeting the community demand for computer training and ability to access global information.
- It will also provide a facility for hands on group training sessions. These sessions would be much more efficient than the present one-on-one sessions that require the scheduling of additional personnel over a long period of time.
- The much needed Program Room will allow all age groups to hold special programs/activities while not disrupting or halting other library services or business.

**Section 1: General**  
**D. SPECIAL CONDITIONS**

*If you have not already done so, please note and explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demographics, economics, other branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size. If the library's current budget differs significantly in funding and expenditures from the past two fiscal years (2000 and 1999) already reported to the MBLC, explain the impact of the change on this project.*

( see page 9.1 of 29 )

**E. TIMELINE**

*This project will take 6 months to prepare working drawings and 14 months from the start of construction to completion.*

Dale Gienapp  
Name of Architect

Gienapp Design Associates  
Firm

978-750-9062  
Telephone Number

1-11-01  
Date



## Section 1: General

**D. Special Conditions**

In the past ten years several special conditions have developed and had a pronounced effect on our proposed project's scope and size. In 1989, the South branch of the Lynnfield Public Library closed, leaving the center library as the sole facility to service an increasing population of avid library patrons. The year it closed the branch library circulated over 6000 books. Collections and patrons moved to the one facility and a space problem was soon evident.

A second condition arose with the nearby construction of Center Village, a 60-unit senior citizen housing area. The proximity of this complex to the Library made it possible for seniors to easily avail themselves of library services. This population influx added to space problems and created an increased need for Large Print materials. Also, easy access to the entry of the Library became an increased safety need and issue. The senior population of Lynnfield (those 55+) presently represents 27% of the population. Projections for 2010 are 30% and for 2020 are 36%. Clearly we have an aging population, as we discovered when comparing the median age to county and state demographics. Lynnfield's median age is presently 39.3 years compared to Essex County's 34.5 years, and the State's 33.6 years. This is a group who has been strong library supporters for decades. As they age and their information and recreational needs change, it is our responsibility to refocus, identify, and address those needs.

Thirdly, in 1997 the Lynnfield Public Library applied for and received a Massachusetts state grant to create a homework center in the young adult area. The purpose of this center is to provide direct assistance to all students in using materials in the library and homework center to do their assignments and research projects. As a result of this program, a significant number of Middle School and High School students are drawn to the Library (which is within a quarter mile of both schools). This has added to the need for space to adequately seat and meet the students' needs in the way of materials and electronic workstations. This program has resulted in a close collaboration with the schools, drawing teachers and students alike. The Library meets regularly with teachers in all curriculum areas in order to be aware of materials and books that will be needed for upcoming school assignments. These materials as well as the homework center workstation (while being valuable resources) take up limited space in an already undersized facility.