

Section 2: Project Description

Please respond to each of the following topics and include the required attachments. Use drawings and flow charts whenever appropriate.

A. PLANNING PROCESS AND PARTICIPATION

- 1. Describe the steps you have taken to plan for an improved facility. How did the Library and the Town decide that this project is necessary?*
- 2. What individuals and groups were involved in the planning process and what were their roles? Describe community support and municipal involvement.*
- 3. What methods were used to develop your library Building Program statement? Who was involved in writing the actual Program? (Staff? Trustees? Consultants? Residents of the Town? Patrons? Building Committee?) When was the Program developed? Has it been revised or updated over time? Were there other written reports or studies done along the way?*
- 4. Describe how community input was solicited and used by the person writing the building program, including the library building consultant, if any.*

B. LIBRARY BUILDING PROGRAM'S RELATION TO PROPOSED PROJECT

- 1. How was the Library Building Program used in the design of the proposed project?*
- 2. Compare the space allocations from your Library Building Program to those in your plans. Please explain any significant deviations.*
- 3. If there are areas of the proposed library described in the Library Building Program and/or in the Schematic Design that are larger or smaller than standard please explain the rationale for their size.*
- 4. Document that the completed library building provides adequate space for the provision of library services within the applicant's municipality. Make reference to your Library Building Program and your Long Range Plan as appropriate.*

C. DISCUSSION OF PROJECT DESIGN

- 1. Summarize the functional relationships between areas and discuss how these will result in improved services.*
- 2. Summarize space allocations by area and for the total project.*
- 3. Identify measures or standards used to support your space needs projections, etc.*
- 4. Discuss how the design responds to current and future needs.*
- 5. Indicate how the site was selected for its public accessibility.*
- 6. Indicate how the site provides adequate space for the facility and future expansion?*
- 7. Indicate that there is provision for adequate staff and public parking.*

Section 2 : Project Description
A. Planning process and participation

1. Describe the steps you have taken to plan for an improved facility. How did the Library and the Town decide that this project is necessary?

In January 1997 the Town of Lynnfield appointed a committee to evaluate the structural and mechanical conditions of all Town buildings. The architectural firm of Meyer and Meyer, Inc. was hired to complete the project.

In October 1998 a "Facility Study-Cost Estimates" report was published by Meyer and Meyer and the section pertaining to the Library (**APPENDIX**) included recommended upgrades to address structural and mechanical deficiencies in the present facility. The report identified a number of Fire Code violations and recommended that the system be upgraded to meet present code. The report also recommended additional security lighting around the exterior of the building, updated interior lighting, increased exterior site lighting for security and safety concerns and upgrades to the mechanical system to improve appropriate temperature and humidity levels throughout the building. The preliminary estimate for completing the work identified in this report was \$232,430. While this report provides useful information, none of the work identified has been completed.

In early 1999 the Capital Needs Committee's membership and mission was expanded. The mission of this group was identified as upgrading all Town buildings to "first class" condition. In the fall of 1999, the Capital Needs and Building Committee and the Board of Library Trustees hired the architectural firm of J. Stewart Associates Inc. to assist in the preparation of a Library Building Program and design a variety of plans for the facility that would address the long term needs of the Library.

In February 2000, the Library Building Program and design were completed. The development of the "Library Building Program" to meet the twenty-year future needs for library services was challenging, and became the most significant part of this process for staff and trustees. Architectural schemes developed in response to this plan included both the renovation of the current building as well as a new facility (although no site was identified). The Board of Library Trustees, listening to the voice of the community, insisted that the Library be kept in the center of Town. After considering the cost per square foot of renovating vs. building new, the Capital Needs Committee's recommended a new Library be built.

At a special Town Meeting in March 2000, the Selectmen and the Capital Needs Committee recommended the following:

- \$48 million to upgrade all four schools
- \$2.6 million to upgrade the Senior Center
- \$3.4 million for a new library building on a site yet to be determined
- \$3.7 million for a new DPW facility to be located out of the center of Town, also on a site yet to be determined

The Library project and a plan to move the DPW facility were withdrawn from the article when several town meeting members voiced concerns about approving projects with no determined site. The school project and the Senior Center article passed, and in April a town-wide referendum approving these projects passed overwhelmingly. At Town Meeting the Selectmen and the Capital Needs Committee agreed to finalize plans for the Library and DPW and bring these projects back to the voters.

The Board of Library Trustees, again following the message of fellow residents, returned to the Capital Needs Committee to request funding to hire another architect to take a harder look at expanding and renovating the present facility. While understanding improvements were necessary, it seems that many Lynnfield residents were determined to maintain the look and feel of their Library and keep it in the present location. In the fall Gienapp Design Associates, in conjunction with Tappee Assoc. were hired to re-examine option to utilize the present facility to meet the long-term needs of the Library. The result of this effort is the plan presented today, which has the support of all groups involved in its development over the past three years.

The multi-phased process leading to the development of the present plan for the Library has served to build support of all involved. The Board of Library Trustees, the many community members who serve on the Capital Needs and Building Committee, Town officials and Library staff have developed real ownership of the program and plans over the past three years. The Town of Lynnfield has shown its strong commitment to upgrading all Town facilities as it supported each project through the process and willingly approved funding at Town Meeting.

Section 2 : Project Description
A. Planning process and participation

2. What individuals and groups were involved in the planning process and what were their roles? Describe community support and municipal involvement.

In 1996, the Board of Library Trustees appointed a long range planning process committee comprised of representatives from the community, library staff members, and library trustees. The committee was asked to study the needs of the citizens of Lynnfield for library service and evaluate the current performance of the library. Based on the findings, the committee was asked to develop a long-range plan that included a mission statement articulating the purpose of the library and goals and objectives for the library to meet during the next five years. The Long-Range Plan approved by the Planning Process Committee was presented to the Board of Trustees for final approval and implementation.

Members of the committee included: staff, trustees, former trustees, selectmen, the town clerk, a long time resident and local veterinarian, a local educator and a library user/parent. The committee was chosen to include town officials to obtain their input and to ensure they're understanding of present and future library service and needs.

As part of the planning process the committee utilized brainstorming sessions to provide a vision for the library, collected service statistics and developed a user/non-user survey. A special children's survey was developed as well as one that covered basic library services. These surveys were distributed at several locations around town. About 150 surveys were returned.

The Lynnfield Library Long-Range Plan was approved by the Board of Library Trustees on September 26, 1996.

Section 2 : Project Description
A. Planning process and participation

3. What methods were used to develop your Library Building Program statement? Who was involved in writing the actual Program? (Staff? Trustees? Consultants? Residents of the Town? Patrons? Building Committee?) When was the program developed? Has it been revised and updated over time? Were there other written reports or studies done along the way?

In the summer of 1999, Lynnfield's Capital Needs Building Committee met with the Library Trustees to re-examine their building program needs in hopes of seeking a long range approach, conformance with state regulations, an integrated solution, and maximization of state reimbursement. The Trustees requested funds to hire a consultant to assist in the preparation of a "Library Building Program", to determine the long-term building needs of the Library. The October 1999 Town Meeting subsequently approved an article designating funds for consultants to begin groundwork for town capital projects that included the library.

J. Stewart Roberts Associates Inc. were hired to develop schematic drawings and cost estimates for library building options and to develop a Building Program for the library. David Hinkley, Assistant Director of the Wellesley Free Library was hired as a consultant by J. Stewart Roberts Associates to assist in the preparation of the Lynnfield Public "Library Building Program."

The Lynnfield Library's, "Library Building Program" was developed with a careful review and analysis of the library's goals, functions, building facility and site. The process began with a careful review of the Library's Long-Range plan that was developed in 1996. The library staff in conjunction with the Trustees reviewed and updated the current action plan. Many of the building needs had been identified in the "Long-Range Plan" and have become part of the Library Building Program. The present staff spent time reviewing the survey results that had been gathered as part of the planning process. These surveys provided valuable community input. A half-day all staff meeting was held to discuss the project. Staff members brainstormed ideas about what was good and bad about the present building as well as ideas about what improvements could be made. Each staff member was given a "Building Analysis Worksheet" and time to wander around the building undisturbed to fill it out. The Trustees and many community members who volunteer at the library also completed these worksheets. These worksheets were reviewed and compiled and provided a comprehensive look at the building. Library usage and collection statistics were gathered and analyzed by the staff and passed along to the consultant, David Hinkley. While writing the Library Building Program, he met with the staff and Trustees numerous times throughout the process. The completed "Library Building Plan" was reviewed by staff and presented to the Board of Trustees and approved in February 2000.

Section 2 : Project Description
A. Planning process and participation

4. Describe how community input was solicited and used by the person writing the building program, including the library building consultant, if any.

Community input was solicited by a review of the 150 surveys completed in 1996 as part of the long-range Planning Process. These surveys provided feedback about the services, collection, and facility.

The results of the "Building Analysis Worksheet", completed by staff, Trustees, and volunteer members of the community provided a comprehensive analysis of the present facility.

In the spring of 1998, the Planning Board held a series of four community focus groups. One of questions posed to those in attendance was -- "As you look ahead, which Town services and facilities would you expect to keep working well, which may need expansion or improvement, and which new services and facilities do you think we will need?" A significant number of responses reflected community concern/need for expanded library services. Comments from the focus groups about the Library included: "activities for older children", "maintain and expand service and hours", "expand library for high tech public information access", "expand the collection", "library, schools and parks need attention", "center upgrade-library and cultural center" and "larger expanded library".

Library representatives attended various community forums in the spring of 2000, hosted by the Capital Needs and Building Committee. These forums provided the community an opportunity to have input into the development of the Town wide Capital improvement plan.

This information was utilized by the consultant to determine the inadequacies of the present facility that need to be addressed immediately, as well as to identify future library services that will meet the long-term needs of the community. The community input from surveys, building worksheets and focus groups provided a clear statement of community needs and expectations for the Library. This information provided the basis of the "Library Building Program".

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B. Library Building Program's Relation to Proposed Project

1. How was the Library Building Program used in the design of the proposed project?

The Library Building Program provided the foundation and was the driving force for the design of the proposed project. The "Library Building Program" specifically recommends:

- Designing for a population of 12,000 in 2020
- Adding 4,000 S.F. to the current building to create a 19,000 S.F. facility
- Housing a collection of 76,000 items vs. the current 62,000
- Providing 97 user seats vs. the current 78
- Providing 20 public electronic work stations vs. the current 8
- Adding a dividable library program room seating 75
- Greatly increasing the area for Children's services and collections
- Increasing Young Adult seating and collections
- Increases in "Browsing" , "Large Print" and "Audiovisual" collections
- Creating additional Staff Work areas

In addition, the proposed Lynnfield facility should be designed to afford:

- Flexibility for future changes/expansion such as additional electronic work-stations with local and remote access, internal and external communications technology and additional material storage.
- Comfortable, quiet, easily supervised and adequately heated and lighted study areas for long-term use, visible but acoustically isolated.
- Equal convenient access to all services and collections by every library user.
- Easily identifiable services and cohesive collection areas.

As the discussions of designing an ideal library continued it became clear that the ability of the Lynnfield Public Library to fulfill its mission depended in large part on the nature of its facility. However, many of its selected service roles could not be supported in the current building. The library can carry out its mission in the next century through a forward-looking building program modeled on an ideal library.

The proposed design was prepared to address each of the recommendations contained in the "Library Building Program". The architectural firm of Gienapp Design was employed in the fall of 2000 to utilize this plan as the basis of their design. It is important to note that because the building program represents an ideal model for Lynnfield's present and future public library its requirements can also be tested against existing alternative facilities or used as the basis for completely new construction if necessary.

Note: It was through the valuable (and persistent) advice of the Consultant that those involved in identifying future needs of the Library were encouraged to "think out of the box". It was recommended that at least some discussions take place out of the building, that members of the staff visit other libraries to explore possibilities and that cost should not be a determining factor. Librarians tend to make the best of what they have, expand services to meet the needs of their users without additional support. As a staff member at various libraries, I remember how difficult prioritizing and eventually eliminating service roles was for library staff.

Section 2 : Project Description

B. Library Building Program's Relation to Proposed Project

2. Compare the space allocations from your Library Building Program to those in your plans? Please explain any significant deviations.

For the Adult area, the Library Building Program calls for 8790 sq. feet of space and the design allocates 9180 sq. feet for this area. The program calls for shelving for 54,400 items and the design allows for 57,050. In both cases the design is more than adequate in meeting the program needs.

For the Young Adult area, the Library Building Program calls for 780 sq. feet, and the design allocates 725 sq. feet. In order to meet the need for addition seating during the critical after school hours and with a program room designed for maximum use, an area in the program room will be available as additional study space. This space is directly adjacent to the Young Adult area and the Children's Reference desk. We feel that this is an excellent option that will meet the needs of this active group while allowing others to utilize other areas of the library fully. The program calls for shelving for 3600 items and the design more than adequately meets this with space for 4900 items.

In the Children's area, which will experience the greatest percentage of overall growth, the program calls for 2800 sq. feet and the design provides 2290. Additional seating will be available in the circular story hour corner when story hours are not in session. This area is also augmented by the flexibility of the program room that can be used to accommodate younger groups of children. The program calls for shelf space for 18,000 items and the design provides room for 18,630 items.

Perhaps the most valuable aspect of this project is the program room. This location allows for the room to be utilized as a flexible and integral part of our goal to provide optimal public service to all library users.

Section 2 : Project Description

B. Library Building Program's Relation to Proposed Project

3. If there are areas of the proposed library described in the Library Building Program and/or in the Schematic Design that are larger or smaller than standard please explain the rationale for their size.

The Lynnfield Public Library's Building Program as well as the design for this project meets all regulations for the Massachusetts Library Construction Program adopted by the Board of Library Commissioners on February 3, 2000.

Space for Collections: With a projected population of approximately 12,000. The Lynnfield Public Library falls into the 10,000-24,999 population category. The Building Program calls for a 76,000 capacity and the design includes space for a collection size of 80,630. Due to the high per capita circulation of the Library (**10.79 per capita, ranking 17/49 within its population group, and 99/348 in the state**), the advanced standard of 4.18 volumes per capita was applied requiring 50,160 volumes. Both the program and the design exceed this requirement.

Seating: With a population of 12,000, 7 seats per thousand are required, calling for 84 seats in the Library. We presently fall short of this minimum requirement. The Building Program recommends 97, and the proposed design provides 112 seats available at all times, with an additional 32 available in the afternoon in the young adult study area of the program room. The heavy attendance figures for the library, over 10,000 per month (**ranking of 4th in its population group and 20th in the state**) highlight the need for additional seating. To further illustrate the need there are many times during the year when groups of teens are sitting on the floor working.

Staff Workspace: State requirements are 125 sq. foot of space per staff workstation. The Building Program recommends 1,100 sq. feet for staff workstations, but the design provides for 1720 sq. feet. With a current FTE of 12 requiring 1500 sq. feet of space and the design providing for 13.75 workstations, this should be adequate to meet 20-year staff projections. The Library presently has four staff members at public service points at all times. With shared workspace, part time staff and the varied schedules of library staff the proposed staff workstation allowance should be adequate.

Section 2 : Project Description

B. Library Building Program's Relation to Proposed Project

4. Document that the completed library building provides adequate space for the provision of library services within the applicant's municipality. Make reference to your Library Building Program and your Long Range Plan as appropriate.

The design meets or exceeds the following specific requirements called for in the Lynnfield Library Building Program:

- Designing for a population of 12,000 in 2020
- Adding 4,000 S.F. to the current building to create a 19,000 S.F. facility
- Housing a collection of 76,000 items vs. the current 62,000
- Providing 97 user seats vs. the current 78
- Providing 20 public electronic work stations vs. the current 8
- Adding a dividable library program room seating 75
- Greatly increasing the area for Children's services and collections
- Increasing Young Adult seating and collections
- Increases in "Browsing" , "Large Print" and "Audiovisual" collections
- Creating additional Staff Work areas

As further recommended in the Program, it was also designed to afford:

- Flexibility for future changes/expansion such as additional electronic work stations with local and remote access, internal and external communications technology and additional material storage.
- Comfortable, quiet, easily supervised and adequately heated and lighted study areas for long-term use, visible but acoustically isolated.
- Equal convenient access to all services and collections by every library user.
- Easily identifiable services and cohesive collection areas.

The flexibility afforded in this building proposal meets one of the central themes of the Lynnfield Library's mission statement as stated in the 1996 Long-range Plan. "The Library must not freeze its program to the present conditions and present service areas, but must be alert to anticipating the future needs of Lynnfield patrons as well."

The goals and objectives in the current (and all past) annual action plans include as a priority “to improve and maintain the available facilities”. The proposed plan fulfills the following objectives of the current action plan:

1. Increase the size of the existing building.

- 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.
- Provide comfortable seating.
- Replace carpeting.
- Provide individual study carrels.

3. Improve lighting

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

4. Improve handicapped access.

- Replace front door.

Section 2 : Project Description
C. Discussion of
Project design

2. Summarize space allocations by area and for the total project.

PROGRAM AND DESIGN BUILDING AREA	DESIGN AREA IN SQ. FT.	DESIGN MATERIAL CAPACITY	DESIGN SEATING
Browsing	400	2,000	
Reference and Study	2,000	3,000	33
Reference Workroom	NA		
Nonfiction Book Stacks	2,000	23,450	10
Fiction Book Stacks/Paperbacks	1,460	15,000	
Large Print	300	2,000	
Reading & Magazines	430	300+	6
Periodicals Storage	670	700	
Audio-Visual (non-print)	700	6400+	
Local History Collections	660	4,200	12
Teaching/Training	560		17
Adult Total	9,180	57,050	78
Young Adult	725	4,900	8(32)
Children's Services			
Nonfiction/Fiction Book Stacks	780	10,000	6
Picture & Easy Books ³	350	5700+	8+
Reference & Study	720	930	12
Media	150	2000+	
Staff Work & Office	290		
Children's Total	2,290	18,630	26
Future Expansion/Basement	940	<i>Seating Subtotals: 112(119)</i>	
Multi-Purpose Room (Div:25 & 50)	1,300		77
Technical Services	680		
Director	200		
Assistant Director	180		
Administrative Office	138		
Staff Lounge	395		
Total Library Assignable Area	16,028		
Non-Assignable Area	6,671		
Grand Totals	22,699	80,630	189

The area of the Library devoted to adult services is 9180 sq feet, an increase of 15 %.

The area of the Library devoted to young adult services is 4%, double the present 2%.

The area of the Library devoted to children's services almost doubles and with the addition of the adjacent program room the space will operate much more efficiently.

Section 2 : Project Description
C. Discussion of Project design

3. Identify measures or standards used to support your space needs projections, etc.

The proposed design was based on the recommendations of the "Library Building Program".

The Library Building Program states that areas the sizes and capacities of the various library areas were derived from standard formulas for seating and material storage. Sources included: the American Library Association's *Building Blocks for Library Space Functional Guidelines* and the American Library Trustee Association's *Determining Your Public Library's Future Size: A Needs Assessment and Planning Model*. The Library Building Program additionally states that "Library capacities and space requirements are educated estimates based on a variety of considerations. The final plans should be compared with program requirements at each stage of the planning. American Library Association Buildings and Equipment Section Standards and experience with other library designs were used as the basis for space requirements in this program."

The Library Building Program includes approximate sizes necessary to house the collections, seats and services for the next twenty years compared to present capacities. The sizes were calculated by:

- Enhancing selected service roles
- Projecting an assumed annual net addition rate
- Estimating seating based on population and library use
- Using standard formulas to calculate space necessary for these functions

The program/Story time room capacity was determined by the staff, who relied on current program attendance figures, by public requests to use the meeting rooms, and by estimating future needs based on the library's mission.

The Lynnfield Public Library's Building Program as well as the design for this project have been measured against and meet all regulations for the Massachusetts Library Construction Program adopted by the Board of Library Commissioners on February 3, 2000.

Section 2 : Project Description
C. Discussion of Project design

4. Discuss how the design responds to current and future needs.

The Library Building Program identified the current inadequacies of the present building and provides recommendations to correct these deficiencies. Additionally the plan recommends a facility with both the space and the flexibility to meet the long-term library needs of the community. This was achieved with the valuable input of the staff, trustees and the community.

The proposed design based on the Library Building Program focused on four service roles identified in the 1996 Long-Range Plan.

- Popular Materials Library
- Independent Learning Center
- Formal Education Support Center
- Community Information and Activities Center

Each selected library service role has distinct facility requirements and design implications:

- “Popular Materials” need sufficient collection areas and appealing low-density shelving to encourage use.
- “Independent Learning” and “Formal Education Support” Centers require adequate shelving to support subject depth as well as collaborative electronic workstations. “Independent Learning” in the Lynnfield Public Library includes a local history and genealogy collection. “Formal Education Support” generally requires group and quiet study areas as well as informational resources.
- A “Community Activities Center” requires at least one library program room designed for a variety of uses.
- Easily identifiable services and cohesive collection areas.

The proposed building plan meets each of these recommendations.

Section 2 : Project Description
C. Discussion of Project design

5. Indicate how the site was selected for its public accessibility.

The present and proposed site of the library is on the Commons in the center of Lynnfield. It is the central service area of the Town with Town Hall and the Police and Fire Station across the street. There is a post office next door and it is an active area throughout the day. Across the Commons is a business area with banks, shops and restaurants. It is truly the "center" of Town.

Two of the Town's four schools (one elementary and the middle school) are located within one quarter of a mile of the Library, well within walking distance. There is a sixty unit senior living unit within one block of the library.

The Library is within easy access of Route 128 and heavily traveled route 62 passes through the center of Town along one side of the Commons. The Library is within easy access and heavily used by residents of West Peabody that is adjacent to Lynnfield.

The Library Building Program considered site and construction alternatives and states that:

The building program can be realized in any one of three ways:

1. By renovating and expanding the current facility

The facility evaluation shows that the facility is currently unable to support the library's mission and can not meet present community demands for library services. It must be renovated and expanded if the library is to remain there.

Nonetheless, there are substantive reasons to retain this centrally located sound facility if the building's structure and site can sustain expansion and comparative construction costs are not prohibitive.

If design professionals determine that the current location cannot support the building program and if acquiring land adjacent to the site is then neither possible nor cost effective, the next two alternatives can also be considered and compared.

2. By moving the library to an alternative existing facility

The second alternative, moving the library to another existing building, will require careful preliminary analysis. Adequate square footage alone will not fulfill the program's requirements. Building objectives and specified design concepts must also be attainable. Structural requirements specific to libraries as well accessibility and telecommunication concerns must be met. Renovation costs could exceed the cost of new construction.

3. By building a new facility

Both moving to an existing facility and new building construction would provide additional parking and avoid the disruption / temporary relocation costs entailed by working with the current building. The primary disadvantage of a new building is that land acquisition and site preparation can be significant cost factors.

Any alternative selected must be able to fulfill the building program's requirements, which are ultimately based on and embody the Lynnfield Public Library's stated mission.

It is the conclusion of the Board of Library Trustees the proposed plan at the current site is the right location for the Public Library for the residents of Lynnfield.

Section 2: Project Description

D. REQUIRED ATTACHMENTS TO THIS SECTION (see also Sections 4 and 5)

(Place all attachments in appendices.)

- a. Designer's certification of access for the handicapped.
- b. Elevations of proposed facades, especially those that include a public entrance to the building.
- c. 1 full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the LATEST version. Depending on the status of your project, that may be schematic, design development, or even working drawings. If this is a complex building involving many levels and/or ceiling heights, cross sections will also be helpful.
- d. Floor plan with a complete furnishings and equipment layout. For an addition/renovation, please furnish a floor plan of the EXISTING facility with existing furnishings and equipment layout as well as one for the proposed layout.
- e. Layout of proposed parking and written explanation of your parking situation.
- f. Pictures of site and building.
- g. Site plan prepared by a Massachusetts registered architect with parking, grading, building location and description of utilities (1" = 40 feet or larger).

(NOTE: *The layouts with furnishings and equipment are EXTREMELY important to the readers of your grant application. We advise you that they must be clear and readable, with labels to indicate location of areas and facilities directly on the drawings themselves, not in a key or legend section. Standard architectural-size drawings are acceptable, as is 11" x 13" computer-size paper. The important points here are clarity and readability. The layout should include such details as shelving and reader seats, location of restrooms, elevators, staff offices, public service desks, fire exits, janitor's facilities, etc.)*