

Call to Form a Library Planning Committee

The Wayland Free Public Library is one of Wayland's most treasured resources. It engages with people of every demographic in town – from toddlers to retirees – by offering educational and cultural programs and by providing access to a wide range of literature and information in a variety of formats, including books, music, databases, periodicals, electronic media, and technological services. Unfortunately, our beloved building on Concord Road, built in 1900, poses significant challenges that limit the Library's ability to provide the types of services that most modern libraries now offer. These include such things as quiet study areas, small and large group meeting spaces, separate program areas for children, easily browsable stacks, and a dedicated teen space. The building also has a history of flooding and traffic issues.

In August 2014, Governor Deval Patrick signed a bond bill authorizing over \$150 million for the Massachusetts Public Library Construction (MPLC) Program. It is the first library construction bond to be approved in six years. Over the next several years, these funds will become available to communities in the Commonwealth that are seeking to renovate their libraries, expand them, or build new ones. These state construction grants will cover roughly 45 percent of the total construction costs of an approved library project.

The Board of Library Trustees believes that the Town should carefully consider this opportunity to help bring the Wayland Free Public Library into the 21st century, and so is forming a volunteer citizens' advisory committee, to be called the Library Planning Committee, to help guide the process. This document outlines the charge, composition, time frame, and anticipated tasks of the Library Planning Committee, along with some resources available to aid in its work.

Charge. The Committee's charge is to:

- Review the Library's current program, services, and long-range plan
- Evaluate the Library's space needs and its current building on Concord Road
- Visit other libraries to investigate a range of physical layouts and service solutions
- Educate themselves about the Massachusetts Public Library Construction Program
- Familiarize themselves with building options and costs, and
- Make recommendations to the Board of Trustees about whether and how to go forward with a Massachusetts Public Library Construction grant application.

If the submission of a construction grant application is recommended, and the Trustees accept that recommendation, the Committee is further charged to:

- Secure the services of a certified Owner's Project Manager (either a current town employee or a consultant)

- Oversee the preliminary, schematic design process, including hiring the design team (*not the construction project team*)
- Work with the design team to determine a building site, execute engineering and geotechnical studies, and complete the schematic design
- Work with an independent cost estimator to prepare a preliminary cost estimate
- Help generate support for the recommended project in the Town
- Arrange for any necessary local permits or approvals
- Organize data in preparation for a grant application in FY2017

Composition of the Committee. The committee will comprise a total of 10-15 members drawn from members of the community, respected Town officials, Library trustees, and Library staff. It is the Trustees' strong conviction that the Committee should represent a broad range of interests and opinions about Library services and Town resources. Therefore, community members on the Committee will be chosen to represent a variety of demographics including different age groups, neighborhoods, family compositions, skills, professions, political affiliations, Library usage, special needs, and so on.

Time Frame: The Committee is expected to begin work in early 2015. Its official term will expire upon the completion of the charge, which is expected to be by June of 2016. It is anticipated that the Committee will meet on a monthly basis.

Resources. The Board of Library Trustees has been monitoring the Library's building and space needs for many years and has a store of useful resources for the Library Planning Committee to consult in furtherance of its charge. These include the Library's [Long-Range Plan for 2013-2018](#), recent Annual Reports, several sets of schematic designs, and a [2005 Feasibility Study Report](#) evaluating the feasibility of expanding the Library at its current location. In early 2015, the Committee will also have an updated Library Building Program, as is required for every application for a MPLC grant, and the results of a Community Survey detailing residents' use of the Library and opinions about its future location, programs, and services. Finally, the Library Director, Assistant Director, and Trustees will all do all they can to help the Library Planning Committee's work go smoothly.

For more information about the Library Planning Committee, and to put your name on the list of candidates, please contact:

Aida Gennis, Chair
Board of Library Trustees
Wayland Free Public Library
5 Concord Road
Wayland, MA 01778
(508) 650-3869 or wgs3155@gmail.com