



# Massachusetts Libraries



BOARD OF LIBRARY COMMISSIONERS

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## Massachusetts Public Library Construction Program

### 2016-2017 Construction Grant Round Application

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Applicant Municipality	<u>Wayland</u>
Applicant Library	<u>Wayland Free Public Library</u> 5 Concord Road Wayland, MA 01778
Primary Contact	Dana Mastroianni Library Director 5 Concord Road 508-358-0834 dmastroianni@minlib.net
Library Board Chairperson	Aida A. Gennis   _____ Signature
Building Committee Chairperson	James E. Riley   _____ Signature
Total Estimated Project Cost:	\$29,167,117

**Original Plus Seven (7) Copies**

**Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM**

Send to: Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401, Boston, MA 02114-1933  
617-725-1860 / 1-800-952-7403 (in MA)

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## APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

1. Format and submission:
  - a. A complete application and a project abstract must be received at time of submission.
  - b. Print on both sides (double-sided)
    - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
    - ii. One original must be signed, dated and labeled "Original Copy"
    - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts  
Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, MA 02114-1933**

2. Required submittals:
  - a. Library building program with completion date noted on front cover
  - b. Copy of title(s)/deed(s) for the proposed building site
  - c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect\*
    - i. One half size (15" x 22") set accompanying the Original Copy  
Include the following:
      1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
      2. Elevations of proposed facades, including those showing public entrances
      3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
    - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.  
Include all items listed in (i)
  - d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
  - e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
  - f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
  - g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
  - h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
  - i. address and specify the combined populations served by the communities to be used in the planning process;
  - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. 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](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

\* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.

## PRELIMINARY APPLICATION INFORMATION/OVERVIEW

### A. ABSTRACT

Summarize your construction project in **250 words or less**. Include the following:

- the date of construction for the original building and subsequent additions
- the size of the structure to be replaced or renovated/expanded
- the proposed project's gross square feet
- current and projected population figures, and
- major features/characteristics of the proposed project

The Wayland Library has stood at the center of our town for more than 165 years. The current library building at 5 Concord Road was constructed in 1900, when the population was just over 2,000. In 1988, it was modestly enlarged to 14,000 square feet. Today, the Library serves a stable population of over 14,000 (current and projected) and is painfully short of space for collections, operations, and, most importantly, patrons. Another expansion on the current site is inadvisable, not least because of constraints imposed by Wayland's Aquifer Protection Bylaw. For over a decade, Trustees and residents have expressed the desire for a larger library, and a new building has been included in the town's capital budget since 2005. Motivated by the opportunity to obtain a state-funded library construction grant and the availability of buildable town-owned land, the Town of Wayland proposes to build a new library of 33,530 square feet at 195 Main Street, a site located adjacent to the Middle School in a densely populated section of town. The proposed library will be a modern two-story facility characterized by flexible, light-filled spaces. It will have dedicated areas for children and teens and will provide room for browsing, private study, small group meetings, and community programs as well as larger spaces for collections, technology, and customer service. It is the library we have been dreaming of, and thinking carefully about, for more than a decade.

### B. PROJECT SITE ADDRESS

**195 Main Street  
Wayland, MA 01778**

### C. TOWN MEETING / CITY COUNCIL VOTE

An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

1. a majority vote of the town at Town Meeting; or
2. a majority vote of the city council, with the approval of the mayor in the case of a city; or
3. a vote of the town council in the case of a municipality with a town council form of government

To meet this requirement two votes are required:

- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

If votes have taken place, check the box below and attach copies of certified votes in Appendix B. If votes have not taken place, check the box below and indicate the date they are expected. Votes must be secured and a certified copy must be forwarded to the MBLC by **June 17, 2017**.

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

- Received on
- Not received but will seek approval at Annual Town Meeting starting on Sunday, April 2, 2017

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

- Received on
- Not received but will seek approval at Annual Town Meeting starting on Sunday, April 2, 2017

*You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.*

## SECTION 1: PROJECT INFORMATION

### 1. CENSUS AND LIBRARY

#### 1. *Population of applicant municipality:*

- |  |               |
|--|---------------|
| a. 2010 U.S. Census Population for population                | <u>12,994</u> |
| b. Later official census population, if different than above | <u>14,429</u> |

Cite the source(s) used to update census population:

*2016 official Wayland Town Census*

Estimated 2035 Population	<u>14,429</u>
---------------------------	---------------

Cite all source(s) used to determine the single projection for the 2035 population:

*UMass Donahue Institute projects a stable census for Wayland through 2035.*

#### 2. *Library Statistics [Pages 1 – 9 FY 2016 as reported on MBLC FY2017 ARIS Report]*

- |   |                    |
|---|--------------------|
| a. Population served by library (2013 estimate on ARIS)             | <u>13,444</u>      |
| b. If a branch, estimated population served by this location        | n/a                |
| c. Attendance   | <u>116,653</u>     |
| d. Number of registered borrowers                                   | <u>6,837</u>       |
| e. Total physical holdings (includes items not accounted for below) | <u>86,921</u>      |
| 1)Books   | <u>67,622</u>      |
| 2)Audio (Compact discs (not CD-ROMs) cassettes                      | <u>8,530</u>       |
| 3)Video cassettes/discs/DVD   | <u>10,605</u>      |
| 4)Print periodicals, newspapers & other print serials               | <u>110</u>         |
| f. Total circulation activity (includes downloadables)              | <u>264,847</u>     |
| g. Hours  |                    |
| 1)Total number of hours main library was open.                      | <u>3,273</u>       |
| 2)Total number of hours all branches were open.                     | <u>0</u>           |
| h. Operating Income   | <u>\$1,031,000</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>14,000</u> |
| b. Year main library was built                 | <u>1900</u>   |
| c. Year of most recent renovation              | <u>1988</u>   |
| d. Number of dedicated parking spaces          | <u>47</u>     |
| e. Main library seating capacity               | <u>82</u>     |
| f. Number of main library meeting rooms        | <u>1</u>      |
| g. Largest meeting room seating capacity       | <u>60</u>     |
| h. Individual or group study rooms             | <u>0</u>      |
| i. Number of times all meeting rooms were used | <u>509</u>    |

4. Automated Library System as reported by Networks

- a. Member network MLN
- b. Type of membership Full
- c. Stand-alone system No

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: **New Construction**

Renovation or Renovation/Addition	New Construction
Is the existing building a library? [yes/no] If no, specify building type: [type]	Site size (acres): 2.3 acres
Date of original construction: [date]	Final size of proposed project: 33,530 GSF
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  
If yes, list the other municipality or municipalities participating: [name(s)]

Will the proposed project include space for functions other than public library functions? No

4. Size of project

	Gross Square Feet	Net Usable Square Feet
From Library Building Program	31,329	24,099
From Schematic Design Drawing(s)	33,530	28,277

5. The completed project will meet or exceed a building efficiency rating of 84.33%  
(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: Target certification level will be Platinum.

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.

#### **Comments Regarding Estimated Space Summary and Estimated Capacity Charts: Volumes per Capita and Reader Seating**

**Volumes per Capita.** Space constraints radically affect the Library's ability to reach national standards such as the Wisconsin Service Targets, as well as the peer-library benchmarks that matter to our patrons. For example, the Library fails to meet even the Basic Level of the Wisconsin Standards for Print Volumes, Periodical Subscriptions, and Public Use Internet Computers—some of the most fundamental library offerings. Our Staff FTE Levels are at the second, Enhanced Level, as are our Audiorecordings. Areas in which Wayland currently reaches the Excellent Level are in Hours Open per Week, Videorecordings, Total Collection Size (due to the inclusion of space-saving digital books), and, most notably, in our Materials Expenditures budget. Our Materials Expenditures budget is defined by the MBLC requirement that a library in a community of 10,000 - 14,999 people devote 16 percent of its total operating budget to spending on materials.

The Library Building Program was designed to allow our collection of physical items to reach the Enhanced Level of Wisconsin Service Targets. While digital circulation at our Library has skyrocketed during recent years, it is important to note that circulation of print books has continued to increase steadily as well. Given our community's educational and economic profile, we believe the Enhanced Level for physical items is the right target. Our neighboring and peer libraries tend to be uniformly higher, i.e., in the Excellent Level category of the Wisconsin Standard Service Targets. Our materials budget easily supports an Enhanced Level of physical collection while still allowing for generous investment in digital resources. The budget allows the Library to add between 7,000 and 8,000 physical items per year, but to accommodate these items in our currently constrained space, we must weed the collections continually and aggressively. No librarian likes to do this. Our patrons do not like the space crunch either. We have learned from recent community surveys that many Wayland residents currently patronize other towns' libraries because of the more comfortable spaces and generous collection sizes they find there. A spacious new library facility will help correct that problem and allow us to house the collections that the Town is paying for and our patrons demand.

When our Library Building Program was created in 2014, we planned for enough space to accommodate AV collections at a consistently Excellent Level. It now seems we may not need that much space, as it appears likely that our users will transition to streaming services once a viable library vendor is established. For now, we have planned a 1,064 square-foot space for AV items, but we expect some of that space will eventually be given over to other uses and new technologies such as maker spaces, collaborative work spaces surrounded by "smartboards," incubator space for business startups, spaces for use of virtual-reality technologies, spaces for new lending collections of material goods such as household items or heritage seeds, or other creative reuse.

**Reader Seating.** The program notice indicates that a new Wayland Library should meet or exceed 101 reader seats. The proposed library as designed calls for 157 seats of several different kinds to accommodate the various activities that visitors pursue in a community-centered library, including leisure reading, story time, quiet study, research, and collaborative work. Our plan calls for ample and comfortable seating for all these uses, and includes an increase in seating over the original program in the Teen Room due to an expected heavy demand from middle schoolers during homework hours.

This seating goal is consistent with the seating we see in our peer libraries in Boston's Metrowest area.

<b>Municipality</b>	<b>Library Population Groupings</b>	<b>Main library facility gross square feet</b>	<b>Seating capacity main library facility</b>
Lincoln	5,000–9,999	18,641	95
Acton	15,000–24,999	32,109	134
Sudbury	15,000–24,999	31,400	140
Concord	15,000–24,999	48,100	147
Westwood	10,000–14,999	32,000	147
Medfield	10,000–14,999	18,756	155
Bedford	10,000–14,999	34,168	157
Weston	10,000–14,999	30,200	230
Lexington	25,000–49,999	62,000	244
Wellesley	25,000–49,999	56,056	300
Needham	25,000–49,999	47,500	309

During our design reviews with the MBLC's Library Building Consultant, we were encouraged to make more space for seating, so the current seating target reflects that advice. We also note that the Massachusetts Public Library Construction Program has recently funded many new libraries whose seating numbers greatly exceed those laid out on the Dahlgren chart in the following pages. We feel comfortable recommending the number and types of seating that we believe our patrons want and need.

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*, 5<sup>th</sup> 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)

If you use a different spreadsheet, either embed it here or note the Appendix where it can be found  
Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

Assigned** Area Name	Estimated Size (sq ft)	Collection			Computers				Reader Seats*			Program Seats
		Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	
Circulation/Service Desk	402					3		2			0	3
Circulation Workroom	494					3					0	5
Circulation Dept. Head's Office	151					1					0	3
Adult & Teen												
Photocopier/Bus. Ctr.	80										0	
New Books	1,331	1,920							4	4	8	
Audio/Visual	1,064		21,360				2				0	1
Periodicals and Newspapers	500			228					6	8	14	
Reference/Local History	2,584	1,584			23	2	3		6	16	22	
Reference/Service Desk	305										0	
Adult Nonfiction & Seats	3,578	23,280							22	22	44	
Adult Fiction & Seats	2,434	20,664			1				2	13	15	
Teen Room	1,140	4,020	550		6				6	12	18	
Other Adult/Teen (list below)												
Youth Services Head's Office	114					1					0	2
Children's Services												
Children's Room	4,092	31,770	4,320	30	5		2		8	22	30	
Children's Circulation Desk	200					2		1			0	2
Workroom & Office	300					2					0	4
Children's Story Hour and Craft Room	571										0	31
Other Children's (list below)												
Children's Family Restroom	88										0	
Stroller / Carriage Storage	114										0	
Community Meeting Space												
Café*	1,050										0	10
Meeting /Multipurpose Room(s)*	1,550										0	100
Meeting Room Kitchenette	150										0	
Meeting Room Storage	132										0	
Conference Room*	388										0	20
Reservable Study Rooms*	735									0	0	28
Tech Lab & Training Room	507				20						0	20
Other Meeting Spaces (list below)												
Admin & Other Areas												
Director's Office	231					1					0	7
Admin Asst Office	205					1			0		0	3
Assist Director's Office ( combined with Comp. Spec. Wrk Rm / Office	330					2					0	6
Admin Workroom	265					2					0	2
Bibliographic Services' Workroom & Office	656					3					0	6
Custodial Off/Workrm	156					1					0	1
Systems Room	74					1					0	2
Staff Break Room	370										0	8
Friends/Book Sale	138					1					0	5
Entrance & Lobby	367										0	4
Storage	750										0	
Other Assigned** Areas (list below)												
Gallery	525								4	2	6	
Book Return	156										0	
											0	
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats
Total Assigned (net) SF	28,277	83,238	26230	258	55	26	7	3	58	99	157	273
Unassigned Area @ ___%	5,253											
Total Estimated Gross SF	33,530											

**\*Seating guide**

<b>Lounge Seats:</b>	Includes all soft seats, including sofas, loveseats, and easy chairs
<b>Table Seats:</b>	Includes all upright chairs and stools normally used at a table or counter
<b>Program Seats:</b>	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved
	Does not include quiet study rooms or areas that have open access
<b>Notes about seating:</b>	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup
	Please count each chair only once
	Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

**\*\* Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.**

**\*\*\* Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair**

## Estimated Capacity Comparison Chart

	Current Holdings	Building Program Capacity - Original	Building Program Capacity - Revised	Schematic Design Capacity
Print volumes- Adult	41699	60600	46600	47,448
Print volumes-Young Adult/Teen	3217	5000	4000	4,020
Print volumes-Children	22816	30200	30700	31770
Print volumes-Other	4	0	0	0
<b>TOTAL PRINT VOLUMES</b>	67736	95800	81300	83238
DVDs/Videotapes	10605	13200	12700	12920
Music Recordings	4532	5250	5250	5400
Audiobooks	3998	15200	6700	7760
Other A/V Materials	56	150	150	150
<b>TOTAL AUDIOVISUAL</b>	19191	33800	24800	26230
<b>TOTAL NO. PERIODICAL SUBSCRIPTIONS</b>	110	306	206	260
Seating-Adult	70	65	65	109
Seating- Young Adult	4	14	14	18
Seating-Children	6	34	34	30
<b>Total Seating</b>	80	113	113	157
Fixed Computer Stations-Adult	6	34	34	44
Fixed Computer Stations-Young Adult/Teen	1	6	6	6
Fixed Computer Stations-Children	2	5	5	5
<b>TOTAL FIXED COMPUTER STATIONS</b>	9	45	45	55
Parking Spaces-Staff	7	10	10	10
Dedicated Parking Spaces-Library Patrons	40	75	75	89
<b>TOTAL LIBRARY PARKING SPACES</b>	47	85	85	99
FTE Professional Staff	7.66	8.5	8.5	8.5
FTE Non-professional staff	6.06	6.5	6.5	6.5
<b>TOTAL STAFF FTE</b>	13.72	15	15	15
Meeting Room Seats	60	100	100	100
Other Conference/Meeting Room Seats	0	59	59	78
Programming/Activity Seats	0	83	83	89

## 10. STATEMENT OF NEED & PROJECT PROPOSAL

Be brief and concise, using bulleted or numbered lists where possible. Use n/a as needed.

### 1. Community vision and project participation

#### A. What is the community's vision of itself?

Wayland is a stable, progressive community with a long history of robust civic engagement and pride in the town's colonial heritage, semi-rural character, preserved open spaces, excellent school system, fiscal stability, and—not least of all—its historic and active public library. Representing a variety of religious, ethnic, and cultural backgrounds, residents are active participants in town and school committees, organizations, and philanthropic efforts. Many families move to Wayland to take advantage of its public schools, and the value placed on education by Wayland residents is reflected in their own levels of educational attainment, which are well above county and state norms. According to the American FactFinder, 79.1% of people over age 25 in Wayland have a bachelor's degree or higher, and 98.5% have a high-school diploma.

The Library's current Long-Range Plan (FY2014–17) draws on a "Community Vision" articulated by participants of community focus groups and surveys conducted during the library planning process. The following priorities are highlights:

- Students should continue to have access to an excellent school system.
- Residents would benefit from continued library programming for all ages.
- Residents should have access to a variety of gathering places for community groups of different sizes.
- Residents would benefit from expanded interdepartmental cooperation and collaboration, between, for example, the schools, the Council on Aging, the Recreation Department, and the Library.
- The town would benefit from some public transportation and improved walking and biking access to public venues.
- The town should have more opportunities for environmentally friendly modes of living, including more alternative energy sources, more bike access, and fewer cars.
- Town residents should be better able to have their various educational, recreational, cultural, and shopping needs met within the town.

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

##### **LIBRARY VISION STATEMENT**

"The vision of the Wayland Free Public Library is to be a free and accessible marketplace of



ideas, information, and culture that fosters learning, community, and information literacy."

#### **LIBRARY MISSION STATEMENT**

"The Library provides open and guided access to a wide variety of media and programs to inform, inspire, and empower all its patrons in their pursuit of lifelong learning, personal enrichment, and cultural understanding. In so doing, the Library seeks to promote the free exchange of ideas necessary to the effective conduct of a democracy in an ever changing world."

The Library's vision and mission statements reflect Wayland residents' intellectual curiosity, commitment to local and national civic engagement, and aspirations for connection to the wider world. Wayland is a quiet town with limited commercial development and committed stewardship of its natural resources. The Library is the town's main hub and locus of ideas, where people come individually, in groups, or as an audience to research and discuss current events, books, and films, and to find information on personal finance, business development, and careers. Library staff members develop a broad range of programs in areas of local interest, such as travel, history, art, food, science, literature, and parenting.

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

The proposed project for a new library supports the community priorities by:

- Providing improved access to the library's physical collection of books and media
- Promoting information literacy through the expanded collections not available in the current smaller, confined space
- Supporting connections between individuals and groups through a variety of gathering places for different-sized community events
- Improving the quantity and quality of programs by providing appropriate spaces for educational and cultural presentations
- Improving the quantity and quality of spaces available for learning at all ages, including individual study, collaborative and small-group work, and literacy tutoring
- Providing much-needed space for quiet, contemplative reading
- Supporting the school system by enhancing after-school library access for elementary, middle school, and high-school students
- Greatly expanding space devoted to early literacy, children's and teen programming, and youth services at all levels (infants through teens)
- Providing exciting, flexible, collaborative technology spaces where patrons can experience cutting-edge new technologies
- Improving the state of library technology infrastructure and user access to new technologies and training
- Promoting the town's green values in a building that is LEED-certified, sited in a densely populated area with strong pedestrian access

- Offering a location in the most densely settled area of town, leading to more convenient access by more residents

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

The Library was expanded modestly in 1988 to about 14,000 square feet. Major library expansions are supposed to last twenty years, but by 2001 the Library Trustees and staff could see that the Library once again had a number of space and building problems that promised to worsen over time. In response, the Trustees formed a Library Planning Committee made up of Trustees, staff, and townspeople to assess the town's future vision of the Library. In April 2002, the Final Report of the Planning Committee was completed and made public. The Planning Committee's process was thorough, open, and inclusive. The Committee used community surveys, five focus groups, and good publicity to keep the public informed. The verdict was that almost everyone wanted more space in their library for collections, seating, computers, storage, and especially for youth services, meetings, and quiet study.

This led to several library planning efforts over the past 15 years: a study by Lerner | Ladds + Bartels of Rhode Island to assess the feasibility of expanding at the current site, two studies authorized by the Town Administrator to investigate the possibility of a joint Library/Council on Aging facility in a newly planned commercial development, and an overall facilities study for the Town by DRA Architects, with significant attention to the Library. In 2015, the Selectmen also appointed a Real Asset Planning Committee to assist boards in planning for the future of the town's buildings and land.

More recently, community input garnered during the Library's Long-Range Planning process for FY2013–17 continued to register high demands for a more spacious facility, larger collections, better parking, and longer hours. That planning process included a community committee of 12 members that conducted focus groups, a strengths-and-weaknesses analysis, and an online survey with 467 respondents.

In early 2015, the Library hired the UMass Donahue Institute (UMDI) to gain a better understanding of the programs and services that Wayland residents expect from their library and to gauge their level of support for efforts to deal with the limitations of the current facility. In March 2015, UMDI conducted a detailed survey that fielded 875 responses—significantly more than the 358 needed to reach the common survey-research standard of a 95% confidence level. The survey provided significant insight into the demographic profiles of library users, as well as a strong sense of their support for existing library programs and services, their desires for the future, and the pressing need for additional library space.

During that same time frame, in January 2015, the Library formed a citizens' advisory committee of 21 community members, called the Library Planning Committee (LPC), to evaluate the existing library space and program and determine whether the Library Trustees should take advantage of the Massachusetts Board of Library Commissioners' (MBLC) anticipated 2016–17 Massachusetts Public Library Construction Program (MPLCP) grant round. Between January

2015 and October 2016, the LPC met once or twice a month in open, posted meetings. The committee reviewed the Library's current Long-Range Plan; reviewed all planning and feasibility studies and community surveys completed since 2002; studied comparative statistics on area libraries; visited 14 Massachusetts libraries that recently completed state-funded construction projects; and researched current trends in library conceptualization, use, and design. They made a preliminary evaluation of available parcels of land for their suitability as building sites. Finally, they studied the requirements of the MPLCP to formally advise the Board of Trustees on whether to proceed with a Massachusetts Public Library Construction grant application. In the summer of 2015, the LPC issued a report strongly recommending that the Library Trustees submit a construction application in the MPLCP 2016–17 grant round. Members of the LPC continue to work with staff and Trustees to organize information for the application and to help write the grant narrative.

At a Special Town Meeting in the fall of 2015, the Trustees, following a period of public advocacy, secured \$150,000 to fund a Planning and Design Study to prepare for the application. The article passed overwhelmingly, in a quantum of vote rarely seen in Wayland (378 to 49). At Wayland's most recent Annual Town Meeting, in April 2016, the Library Trustees sponsored two articles that authorized jurisdictional boards to transfer various unused parcels of land under their control to the Library Trustees, the School Committee, and the Recreation Commission for alternate uses. Those two votes were also favorable (213/29 and 225/27). The Library Trustees then spent much of the summer and fall of 2016 working out an agreement between the Recreation Commission, the School Committee, and the Board of Library Trustees concerning possible divisions of these parcels of land. The three boards came to an agreement in the fall and voted to support that agreement (memorialized on a map in Appendix A-7) in open, public meetings. Once this agreement was accomplished, the boards with jurisdiction of this parcel—the Board of Public Works and Board of Selectmen—voted in open, public meetings to transfer their authority to the Recreation Commission, the School Committee, and the Board of Library Trustees. The transfer to the Library is conditioned upon the award of a state library construction grant and subsequent town funding.

In February 2016, Design Technique was hired to serve as Owner's Project Manager, and soon thereafter, the firm of Tappé Architects was selected as project designer. After first reviewing and confirming the library's building program, Tappé Architects worked assiduously to solicit community feedback at every step of the process, initially through an online survey that received over 400 responses, and then through four well-attended community forums, including one targeting teenagers. At these community meetings, which occurred over a span of six months, the architects heard firsthand what the public would like to see in a new library, and, as the project progressed, presented their work to date.

Per town guidelines, the Library Planning and Design Study has come under the oversight of Wayland's Permanent Municipal Building Committee (PMBC), a standing volunteer committee that includes several real estate, project management, and construction professionals as well as two Library representatives for the duration of the project. The PMBC, essentially a technical

advisory group, continues to rely heavily on Library Trustees, staff, and the Library Building Committee to guide library design and to garner community support for the project.

The Trustees continually update residents on progress through letters to the editor and articles submitted to the town's newspaper, online e-news, and the monthly library newsletter. In order to provide consistent information to the public, the Library maintains an area on its website with updates on the Planning and Design Study. The library's director and Trustee chair encourage (and receive) questions from the public by providing their own contact information on informational flyers, the Library's website, and traditional print and social media.

**E. How has the library engaged the library staff in the project's planning and design process?**

The library director and two members of the library staff sit on the Library Planning Committee. In addition, staff participated in the creation of the UMDI community survey, and key staff members from all departments have met with the architects throughout the design process for substantial input on the design of the proposed new facility. Staff members have also participated in group tours of recently built or renovated libraries and interviewed their staffs to gain insight from successes and failures in other new facilities. Their participation greatly informed both the library building program document and preliminary schematic designs for the proposed new library.

**2. Current conditions and their limitations**

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

**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:**

**General Layout**

The entire main floor is essentially one open space containing circulation services, information services, teen services, the rotunda leisure reading area, the main reading room with five study tables, and the bulk of the library's print collection, some housed in stacks in the mezzanine. While the open design gives this rather small area some breathing room, there is no space in the library that is truly quiet, creating a challenge for people who wish to concentrate on work or study. The subgrade ground floor contains staff offices for the Library Director, the Administrative Assistant, and the Assistant Director as well as the library's main program room, which shares a wall with a small children's library—an unsuitable adjacency.

**Information services**

The current Reference/Information Department has no dedicated office space, and the reference desk is situated in the middle of the busy main reading room. The reference librarian and the sole reference research table sit within feet of the tutoring tables and the cramped public computer cluster, rendering quiet research difficult at best. There is virtually no space or desk configuration for one-on-one assistance between a reference librarian and a patron, and the highly public location of the only reference desk is inimical to the privacy that patrons have a

right to expect when seeking information of a personal or confidential nature. The lack of dedicated reference office space nearby, where librarians could accomplish work tasks scheduled outside of desk time, leads to staff frustration. There is also no space to publicize online or traditional library resources or the availability of expert research help with those resources. This mission-critical library function is simply obscured by the many other activities and materials that surround it.



Information Services desk (right) and research table are adjacent to public computer cluster.



Patrons at cramped public computers.

Because the Library was renovated before access to computers became critical to reference services, no space was planned for them in the building. We have sandwiched six public desktop computers into what were formerly the reference stacks, but the space is deeply inadequate. Unfortunately, there is no superior alternative space in the building. When these computers are all in use, as they frequently are, we offer patrons the use of a tablet.

The Library offers no dedicated space for information services for either children or teenagers. Teens seeking research assistance are served by the adult reference librarian, since the youth services librarian works on a different floor and teens are often reluctant—for both logistical and social reasons—to seek her out. Children needing assistance are served at the circulation desk in the Children’s Room, which creates operational difficulties when reference and circulation functions collide.

### **Borrowing**

Neither the adult nor the children’s circulation desk has room for a book drop for returning borrowed materials, which leads to confusion, crowded and disordered counter spaces, and items that are sometimes not properly checked in. The necessary processing of interlibrary loan items in the circulation area creates confusion for patrons who do not understand the concentration required to accurately perform this function and may therefore believe they are not getting the attention they deserve. Users with physical impairments cannot access any area of the library’s collection without using the elevator, which is undersized for today’s motorized wheelchairs.



**Main Circulation desk with no book return. Note two staff desks behind the main circulation desk. Interlibrary loan/network transfers and periodicals are processed at all three desks. All materials leaving or returning to the Library cross one (and sometimes two) of these three desks.**



### Collections

The current library requires every inch of available shelf space to house its collections, using up to eight shelves per 90-inch book stack unit in many areas of the adult collection—including the highest and lowest shelves. The maxed-out shelves require a more aggressive weeding policy than should be necessary for our popular materials collection.



The use of the highest and lowest shelves is not a recommended practice, as they are not easily accessible to those with limited mobility. The lighting for collections is poor, and titles are often not adequately visible. Existing shelf placement is not friendly to those with wheelchairs or other assistive technology who may require a more generous turning radius. Of course, cramped conditions are uninviting to anyone who browses for materials.

The Library owns a small collection of historic materials that should be housed in a more suitable, climate-controlled environment. They are currently locked away in a storage cage and not easily made available to the public.

**90-inch book stacks using top and bottom shelves are common throughout the library.**



**A view of the maxed-out audiovisual collection.**

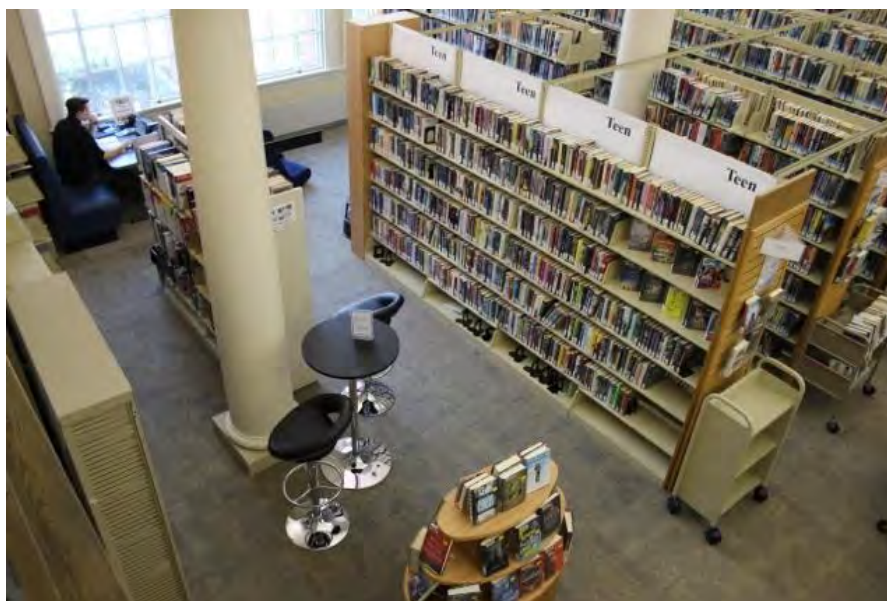
In the Children's Room, severe lack of space results in cramped conditions and a collection that is not commensurate with the size and needs of our community. The organization of the stacks

to accommodate the collection results in poor sight lines that limit the room's already meager natural light. Additionally, the lack of craft space, sizeable play areas, and designated seating for adults frustrates users who have experienced all of these amenities in peer libraries. A larger, dedicated and more visible area for the children's computer learning AWE station would also garner more interest in its use.



**Crowded collection in undersized Children's Room. Note the lack of seating.**

Upstairs, the Teen collection is restricted to one side of a shelving unit in the main library. This area does not provide the semi-private study and browsing space that teens prefer and deserve.



**Teen space carved out of the main library level.**



**Programming areas, meeting rooms, and quiet/group study spaces**

The Library's one and only program room, the Raytheon Room, seats a maximum of 60 people, and only 40–45 comfortably. Library programs frequently draw audiences well in excess of this number, resulting in uncomfortable crowding and/or people being turned away from programs. Since the room is the sole program area for all departments, it is almost constantly in use, and the many daily changes in set-up constitute a major burden for the staff, particularly after the custodian's hours end in mid-afternoon.

The program room is located in the partially subgrade ground floor (the basement) and has no windows. Climate control and ventilation are both poor, so the room is usually too hot or too cold. The low ceiling is ill-suited for video presentations. Storage for furniture is minimal and does not accommodate chairs. The program room shares a wall with the Children's Room, and the two-way noise is often bothersome to users on both sides.



**A presenter preparing to make a presentation in the undersized, windowless, basement Raytheon Room.**



**The Raytheon Room is frequently filled beyond comfort and capacity, resulting in unsafe conditions. The room was not designed for digital presentations, and the low ceiling precludes a proper audience viewing angle to the screen.**



The library also has no dedicated private study areas or group study rooms. Patrons who come to the library to work must use the busy main reading room and usually share one of five small tables. If a person needs (or takes) extra space, these quickly become tables for one.

**Patrons working in the main reading room. Tables often accommodate only one working person as in addition to their laptop computers, users also need space to spread out their work.**

Student and ESOL tutoring, which by its nature requires conversation, often occurs at some of these tables, at a space adjacent to the reference librarian's desk on this floor, or in our dedicated corner for teens just out of sight in this photo. School project groups, club meetings, small discussions, client meetings, and tutoring—all must find a space on the main floor at these tables designed for other purposes. If no appropriate space is available, they will take over the Raytheon Room (our one program room) or meet elsewhere.



**Crowded play area in Children's Room.**

Our popular children's programs are held in the Raytheon Room, as the Children's Room area that was originally designed for storytime is no longer functional for that purpose. However, the Raytheon Room lacks appropriate furnishings and storage for children's story and craft programs, such as children's furniture, ample storage, and a washable floor. There is no seating at all in the Children's Room, apart from a small, windowless play area with inflexible risers and a preschool-size table and chairs. The room offers no place for elementary-age children or tweens to sit and read and no comfortable seating at all for adults.

As mentioned previously, the Library has no dedicated room for teenagers, so an effort has been made to carve out a space for them among the stacks on the main floor. Unfortunately, this small space can only house a small collection and a few seats. It does not offer a self-contained space in which teens can comfortably browse privately, talk, study, read, or explore technology. While most of our patrons working or reading at the study tables tend to be very focused on their work, some have commented about teen presence, conversation, and exuberance being a distraction.

Many young families move to Wayland for its highly regarded public schools, only to find that the town's educational mission is not well supported by provisions for children and teens in the library building. These families, therefore, frequently use public libraries in our neighboring towns.



## Other

- The one public stairway is a constant source of problems. The stairway leading up to the main level is L-shaped and barely wide enough to accommodate two people side by side. The stairway leading down to the Children's Room, the Raytheon Room, and the public restrooms is short. Once the final step is taken, visitors encounter a wall, which requires patrons with small children in hand or with walking-assistive devices to immediately navigate a turn.



**Stairway comfortably accommodates only one person at a time**

- The library does not meet ADA accessibility standards. Problems include a lack of automated doors, and inadequate turning radius for wheelchairs in the aisles and in the undersized elevator.
- The library's small main entrance serves as the sole access point for both patrons and deliveries, creating congestion and confusion.
- The library has no public restrooms on the main level. There is one single-stall restroom each for men and women on the partially subgrade ground floor (basement level) and a small family restroom that is awkwardly accessed behind the children's circulation desk.
- Modern libraries must provide fast, consistent wireless access for their users, but the thick concrete walls of the existing library building have made implementing wireless access throughout the building difficult, particularly in the children's and program rooms.
- There is inadequate space for patrons' ongoing deposits for the Friends' book sale, a major library fundraiser.
- There is very little wall space for posting library and community announcements or displaying art.

- Spaces for topical displays or books are very limited and not easily visible.
- There are few places in the library to socialize other than the narrow stairways and landings, which obstructs the passage of others, or the already crowded lower-level hallway. This busy corridor leads to the Children's Room, the Raytheon Room, and the building's only public restrooms, making it an awkward setting for conversation.

**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**

The building has one undersized elevator that does not accommodate motorized wheelchairs or allow emergency responders to easily bring stretchers from floor to floor. The Children's Room, the Raytheon Room, the staff and director's offices, and public restrooms are located in the partially subgrade ground floor, which must be closely monitored to prevent dampness and mold growth in spring and summer. Aging and fickle HVAC systems cause significant variations in temperature throughout the building, greatly affecting patron and staff comfort. Inadequate night lighting and a lack of walkways, stairs, or ramps between the two parking levels create significant tripping, traffic, and safety hazards for both patrons and staff. Uneven floors in the original 1900 portion of the building also create tripping hazards. Poor overhead lighting in the two-story main reading area and stacks contributes to eyestrain; and the need for many patrons to use a stool to reach top-shelf books presents a falling hazard.

**Fire protection**

The library has no fire suppression system and relies on fire extinguishers and rapid firefighter response for emergencies.

**Structural integrity**

In the past, work has been required to improve the structural integrity of the load-bearing beams in the attic to support the historic tile roof. Air-handling units in the attic have repeatedly leaked water through the ceiling and into the circulation area, causing plaster to fall near the circulation desk. A substantial bee colony apparently exists between the exterior brick walls in the original 1900 portion of the building. There is a drain outside the Children's Room that becomes clogged and must be constantly monitored and cleaned out by hand, especially during heavy rain, to avoid floods in the Children's Room.

Located adjacent to wetlands, on a site with a high water table, the library has a history of significant flooding (see 2H, below). The stone foundation of the original 1900 portion of the building is subject to water penetration during high-water periods. On March 17, 2010, the ground floor flooded, and the library was closed for repairs for four and a half months.

**Other**

Poor sight lines throughout the entire library make the building difficult to supervise and

control, creating a significant security concern. In addition, the current library is not equipped with surveillance cameras. These failings are especially troubling in areas dedicated to children and teens. The general isolation of the Children's Room could be viewed as a security issue. Supervision is also a problem in the mezzanine due to the configuration of the stacks and the lack of staff at that level.

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

Neither the adult nor the children's circulation desk has room for a book drop for returning borrowed materials, which leads to confusion, crowded and disordered counter spaces, and items that are sometimes not properly checked in. Because there is no other space in the library to process the hundreds of interlibrary loan and network transfer items handled daily, the main circulation desk also serves this function, resulting (again) in operational confusion, extremely crowded conditions behind the desk, and a very difficult working environment for staff. Because of the lack of counter space, staff desks double as item-processing space, creating significant challenges for staff trying to perform other required tasks.

Crowding and lack of space are problems throughout the library. The Technical Services Room of slightly over 200 square feet houses four staff members and many disparate staff functions (receiving and processing new material, storing computers and peripherals, photocopying, printing, storing library processing supplies, and trash disposal). In addition, troubleshooting and configuring both public and staff computers must be done in this very constrained space. These cramped quarters hamper the development and execution of efficient workflows; work and materials pile up everywhere, as there simply is nowhere else for it to go (see photos below).

This lack of appropriate staff work space is not limited to Technical Services. Several regular staff members have no desks and must share desks and computers with others. Several part-time library clerks must juggle their schedules so that they can share one computer in the Technical Services workroom. Staff overcrowding creates opportunities for mistakes, high emotional tensions, and generally a difficult and challenging working environment.

Photographs on the following pages illustrate crowded staff working conditions.



Technical Services Room, which also serves as a receiving room, computer troubleshooting area, supply storage, and office for four employees.



Crowded conditions, as processing materials and delivery of new orders occur in same space.





**Four staff members share this small space: the Bibliographic Services Librarian, the Reference Librarian who also acts as a Computer Specialist, the Assistant Director, and a Library Clerk who assists in ordering and processing materials. The area also houses all library office supplies and paper as well as our photocopier and network printers.**

The Children’s Librarian has no office—only a small desk screened off in the corner of the Children’s Room, with a computer screen visible to all—and the Assistant Children’s Librarian has no desk of her own.



**Head Children’s Librarian’s “office,” allowing no privacy and making concentration on work very difficult for this senior staff member.**



The library's computer network server is housed in a small custodial closet located at the bottom of the main entrance stairs. This small space is not adequately climate-controlled or ventilated, as it is the anteroom to the furnace room. The need to use the custodial closet for network infrastructure explains why there is essentially no space for custodial supplies.

**The library's computer network infrastructure is housed in a small utility closet off the main entranceway, leaving no space for janitorial supplies.**

**THE NEXT SERIES OF PHOTOS ILLUSTRATES CROWDED CONDITIONS IN THE CIRCULATION OFFICE/NETWORK TRANSFER AREA.**



**Head of Circulation Department's office as bins are being delivered and removed. This happens once a day, creating impossible conditions for staff work.**



**Head of Circulation Department's desk is in the rear. This is where 12–15 bins of network transfer material are delivered daily, and the same number of bins leave. Staff member is unloading the bins.**





**Full received bins are everywhere in the office, crowding access to the main circulation desk outside the doorway.**

The small office of the Head of Circulation on the main floor, just behind the circulation desk, also serves as the network transfer receiving and processing center, the staff mailroom, and a walk-through to the staff bathroom.

Daily delivery of 12–15 bins of network transfer items takes place in the only office space designated for circulation, which also serves as the Head of Circulation's office. Getting the bins into the office at all is extremely difficult due to the narrow stairs, small elevator, narrow doorways, and the need for multiple trips. Delivery in the rear of the library, away from patron activity, would be much preferable, but that is not feasible in the current building. There is grossly inadequate space to stack the network transfer bins and process received materials, and no space to house collections of books maintained for pick-up by book clubs.

In the reference area, the proximity of the public computers to one another, and to the reference and circulation desks, precludes both one-on-one assistance and the teaching of technology classes. There is no other dedicated computing space, and the main program room is constantly booked. Quietly and privately assisting a patron at a public computer is simply not possible.

The lack of designated work space for technology is a true hardship. Our Technology Librarian must set up more than 30 public and staff computers and troubleshoot their problems on a few

feet of counter space that is shared by the Bibliographic Services Department. The server and its peripherals are housed in a very small utility closet outside the furnace room.

Our staff does a remarkable job under challenging conditions, but the lack of suitable work spaces and the need to share most spaces with others inevitably reduces their productivity.

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

The first hindrance to accessing the building is the library's location, about 100 feet from a busy controlled intersection of two main roads (Routes 126 and 27). Traffic outside our single-entrance driveway is at best challenging, and at worst dangerous. Entering and exiting the library's parking lot can be very difficult, especially exiting during rush hour, when the line of backed-up cars in front of the library extends for blocks. Congestion around the library entrance causes people to avoid coming to the library between 4-6 p.m. In addition, cars backing out of spaces near the entrance block other cars from both entering and exiting the parking lot, which in turn can block traffic in the street. The cramped parking conditions result in cars not infrequently backing into each other. Our inability to expand parking results in frustrated patrons who cannot find a parking space on a busy day.

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

The parking lot capacity is 47 spaces in two small lots: 19 in the lower lot immediately adjacent to the building, and 28 spaces in the upper lot. Ten of the upper-lot spaces are routinely used by library staff, leaving only 37 spaces for the public. There are a few additional unpaved spaces in the unlit, rutted gravel area behind a nearby historic freight house, which are generally unusable after heavy rain or major snowfall as the area is unplowed. There is no on-street parking near the library since it is located on a very busy and narrow roadway (Route 126), nor are the narrow, nearby streets wide enough to be used for parking overflow. There are a few spaces across Concord Road and Old Sudbury Road (Routes 126 and 27), in the public lot by the Wayland Depot and the Collins Market building, but these are typically taken by employees and customers at those buildings. Lack of parking at the library is a frequently heard lament.

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

Once parked, patrons must navigate a parking lot with no clear, safe pedestrian walkways; patrons must walk between and among parked and moving cars from the upper to the lower lot. At the library's sole entrance from the parking lot, the heavy wooden door is difficult-to-impossible to open for senior citizens, parents with strollers, people with disabilities, or anyone holding an armful of books.



Patrons must traverse a dangerous, busy parking lot to get to the primary library entrance.



The heavy wooden door is very difficult for many people to open.

**PARKING LOT ENTRANCE/EXIT PHOTOS SHOWING DANGEROUS EXISTING CONDITIONS**



Patrons must navigate through traffic to get from the lower to upper parking lot. Also, traffic on the main road is brought to a standstill by the logjam that occurs at the entrance/exit to the parking lot by drivers blocking the entrance as they wait for any parking space to open up.





The library's dangerous location near a busy traffic light (at left) makes it almost impossible to turn left upon exiting, and often results in people inching out and dangerously obstructing traffic.



There is not really sufficient space for cars to leave and enter the parking lot simultaneously.





Once inside the building, there is no lobby or foyer; patrons enter onto the cramped landing of a split stairway leading up to the main level and down to the ground floor. Library access is blocked during deliveries, when parents are disengaging children from strollers, or when someone in a wheelchair is trying to use the elevator. The illustration to the left is a graphic illustration of one version of this common problem.

**The entrance is frequently obstructed by people and deliveries requiring the elevator.**

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

Library parking is accommodated in two abutting lots. The lower lot, which is under the jurisdiction of the Board of Library Trustees, has approximately 19 spaces, depending how efficiently patrons park; the upper lot, under the jurisdiction of the Board of Selectmen, has an additional 28 spaces. All 47 spaces are typically used by the Library.

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

The Wayland Free Public Library is sited on a 1.02 acre lot that cannot be expanded and is hemmed in on all sides. The western edge of the library's lot borders Route 126, and the eastern edge borders extensive wetlands. The entire property has a very high water table and is subject to flooding, as evidenced by the flood of March 2010, which flooded the ground floor of the library for more than a week. The resulting damage on that floor, which houses the Children's Room, program room, staff and director's offices, and the public bathrooms, required the library to close for repairs for four and a half months.



**A March 2010 flood put the library's subgrade ground floor under water for more than a week, which required a closure for repairs of four and a half months.**

To the south, the library abuts the Grout-Heard House Museum and an historic freight house, which is located in the upper parking lot; both of these buildings are in the town's Historic District. To the north, the library abuts a private residence. While very centrally located, the current library building has no room to expand.

The library's historic building, erected in 1900, was not built with energy efficiency in mind. For example, the main entrance door ushers cold air into both levels of the library, causing inefficiencies in the HVAC system. Many of the historic windows are not double-glazed. The interior of the original 1900 portion of the building, while strikingly beautiful—with classical columns, a vaulted ceiling, a mezzanine, and curved walls—is inflexible, making it very difficult to reconfigure interior spaces. The lack of any natural light in the program room, and limited natural light in the Children's Room, are depressing to both patrons and staff.

### **3. Expanded & improved facility benefits**

#### **Introduction**

The new library imagined by Tappé Architects is both functionally satisfying and aesthetically delightful to a town long challenged at its current site. The new space is wonderfully open: full of light and air, patron-friendly, inviting, and efficient. The design delivers nearly twice the usable interior space as the

current library, including a 100-seat program room, a dedicated Teen Room, a separate Children’s Wing with an imaginative story space, increased seating and small-group work space, a technology room and maker space, an outside garden and play area, and, at long last, adequate work space for our beleaguered staff.

Inadequate space has been the Number 1 public complaint about the library for more than 15 years—since soon after the completion of the previous, undersized addition in 1988. We have learned our lesson. The proposed building will finally give the town a right-sized library, one that meets national standards, the requirements of our building program, and the benchmarks set by our peer libraries.

The proposed facility is also extremely well sited on Main Street: in the demographic center of town, next to the town’s middle school, within walking distance for upper elementary students at two schools, on the bus route from the high school, and adjacent to town playing fields. This new site offers endless opportunities to engage young people, increase circulation, develop intergenerational programs, and build synergies with the School and Recreation Departments. We are thrilled by the prospect of the library anchoring a newly vibrant campus of activity in this area of town.

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

**INFORMATION SERVICES**

- **More overall direct service points.** The proposed new library will allow for at least four staff service points for information services to the public, as opposed to the current one reference desk. Reference and/or technical staff serving adults will be situated on both floors of the library, with basic informational services located downstairs in the main reading room, teen and technology-related services upstairs, and information services for young children in the Children’s Room.
- **Increased privacy.** Those seeking research and technology assistance from staff will now be able to discuss their information needs or technology questions in a less distracted, less public setting.
- **Direct service to teens.** We will finally have a designated and staffed space for teens. The Teen Room is an especially important feature of the new design since the proposed facility will stand next to the town’s middle school. For this important group, improvement of, and improved access to, library services will be dramatic.
- **Enhanced service to preschool and elementary children.** We anticipate much greater library attendance among all school children, since four of the town’s five schools will now be in the same East–West corridor as the library and all are within moderate walking distance. With the addition of program space for our youngest children, our improved facilities will allow us to enhance programming for preschool and elementary students.
- **Technology.** We anticipate that the new technology room will also allow us to expand technology training and programming options for people of all ages, using both emerging and traditional technologies (e.g., 3D printers, sewing machines). In a community that places a high value on educational opportunities for its youth, and where advanced technology is

available to support educational attainment in the schools, it is important that the library offer forward-looking technology for both students and the community at large.

- **Training.** Increased space will also allow more one-on-one and class-based tutelage on popular, but sometimes daunting, new information technologies, including digital materials and online databases.
- **Computer and internet access.** In addition to concentrated computer clusters, the new building will also offer computers sprinkled throughout the library and a variety of work spaces suitable for use with laptops, either the patrons' own or those checked out from the Library.
- **Support for local business development.** As more businesses encourage remote work, we expect the Library to become a work and incubator space for self-employed professionals who seek a comfortable, potentially social space with internet access, traditional business resources and assistance, and meeting and quiet study spaces.

## **BORROWING/CIRCULATION SERVICES**

### **Patron experience**

- **Circulation desk.** Clearly designated areas for check-out and check-in will improve the experience for our users; and staff will be able to provide better service since the circulation desk will now be devoted entirely to circulation activities.
- **Self-service holds.** Expanding the number of self-service checkout stations will make check-out more efficient, and expanding the space available for self-service holds will allow us to keep items on our hold shelves longer (a frequent patron request).
- **Improved staff service.** Proper office space for the Head of Circulation and designated work spaces for circulation staff members will eliminate constant distractions at the circulation desk, improving staff concentration and efficiency in the delivery of patron services.

### **Increased circulation**

- **More browsable shelves.** New, higher-capacity, movable shelving will permit more varied displays of our collections, including more attractive ways to highlight newer acquisitions, increasing circulation.
- **Improved departmental adjacencies.** Proximity of adult and children's spaces, with sight lines between the two, will allow adults to relax and read while their school-age children use the Children's Room—something that cannot happen in the existing building as the departments are on separate floors. Both generations will be more likely to come, to linger, and to check out materials.
- **Improved attendance.** A location closer to the town's population center and four of the town's five schools will undoubtedly increase attendance, which in turn will increase circulation. Residents stopping by the library to attend a program or pick up a child after school will most likely be drawn in by the allure of a new building and find themselves perusing the collections. In general, we expect more modern and appealing spaces with good ambient light to increase use of the Library for reading and study, which, in turn, will increase circulation.

**COLLECTION MANAGEMENT AND USE**

- **More popular materials.** More space to devote to our highest-demand collections will allow us to purchase more high-demand titles.
- **Right-sized space for materials budget.** Shelf space commensurate with the size of our materials budget will allow us to relax an over-aggressive weeding program and maintain a core collection of classics in addition to current popular materials.
- **Better displays.** Expanded areas for display will allow us to promote collections in different subject areas more effectively.
- **Improved browsing experience.** Better natural and ambient lighting throughout the building and the use of lower and more widely spaced shelving units will vastly improve the user experience and encourage browsing, since patrons will now be able to easily see and read the shelved material from a natural position.
- **Distributed seating.** Seating areas among the book stacks will promote browsing and serendipitous discovery, an important aspect of library use.
- **Co-location of collections.** More collection space will allow us to keep our entire non-fiction collection on the same floor.
- **Enhanced teen collection.** With designated room for teens, we will be able to expand our collection of circulating materials for that age group by 30 percent and display those materials in attractive ways.
- **Expanded children's collection.** More space in the Children's Room will allow us to increase our children's collection to a size commensurate with those in our neighboring libraries.

**PROGRAMMING AREAS, MEETING ROOMS, AND QUIET/GROUP STUDY SPACES**

It would be difficult to overstate the importance of adequate program and meeting space in the proposed library.

- **Right-sized program room.** The larger program room will comfortably accommodate the audiences we have come to expect at popular programs; and designated, age-appropriate space for children's programming will reduce the load on the main program room.
- **Expandable program space.** The program-room wall common to the foyer will be transparent and retractable, creating greater seating capacity for larger programs. This wall can be left open when the program room is not occupied, encouraging people to repurpose the space for their own use when it is empty. The wall's transparency will heighten the visibility of programs, which we believe will encourage increased attendance.
- **After-hours use.** The new library design will finally allow after-hours use of the main program room. Sliding, lockable walls will separate the program room, foyer, and public restrooms from the rest of the Library. This configuration will allow access to the program space by both community and library-sponsored groups when the Library is closed, while keeping the collections and offices secure.
- **Welcoming entryway.** The new entry and atrium-like foyer will be inviting and spacious. By providing a comfortable area for activities such as taking off wet coats, folding up strollers, dropping off books, taking a call, and saying hello to acquaintances, we hope to send a clear

signal that the library is a welcoming public space where visitors may congregate, talk, linger, and explore.

- **Less frequent set-ups.** The smaller conference room will be permanently set up and available for both library groups and outside groups, relieving the staff from constant changes of set-up in the main program room.
- **Appropriate children's spaces.** The Children's Room will finally have safe, well-lit, suitable child-sized spaces for storytime, crafts, and creative activities. The design includes washable floors, child-sized bathrooms, and a separate craft area with a washing station. It also includes plenty of separate free play spaces that allow developmentally appropriate creative play for all ages, as well as an imaginative "story tower" to promote the type of fantasy play young children need to strengthen their verbal and social skills, which are key to early literacy.
- **Teen space that teens want to occupy.** Given the location of the new facility, we expect the Teen Room to be heavily used. During school hours, its resources will also be available to non-teens.
- **Program spaces that encourage creative programming.** Flexible, designated spaces for both children and teens will allow the staff to plan more creative programming for all young people, and allow those groups to feel more "ownership" of the Library.
- **Advanced technology access.** We expect the meeting rooms and new technology room to incorporate the latest advanced technologies, and will make staff support of these technologies a priority.
- **Quiet study rooms.** We know from our visits to other recently constructed libraries that the demand for small study rooms is practically insatiable. We anticipate robust use of those spaces for everything from traditional tutoring and studying to other non-traditional activities such as teleconferencing or educational virtual reality experiences.
- **Small conference room.** Having a small conference room permanently set up for small group or board meetings will markedly reduce staff "room set-up" work, which is particularly onerous when the custodian is off-duty. It will provide much-needed space for town and non-town committee meetings, as well as small Library staff meetings.

#### OTHER

- **Outdoor garden.** A garden space, adjacent to and accessible from the Children's Room, will extend the Children's Room programming space during a good part of the year, especially in the late spring, summer, and early fall. This will allow for unstructured outdoor play as well as providing a space to reinforce school-based science and nature curriculum and the values represented by the active green-community gardens sited at the elementary schools.
- **Exhibit spaces.** Exhibit spaces, which are sparse in our current library, will be plentiful in the foyer, the large program room, and perhaps the small conference room on the mezzanine. We have many requests from art teachers at our schools and from the local artist community to display and celebrate their work. Every exhibit and opening reception draws more residents into the Library.

- **Community connections.** Community announcements, which we now post in our upper stairwell and lower hallway, will finally be available as patrons enter the library, with space for more organized displays and varied formats. The atrium-like foyer space, the hub of the library's pathways, is designed as a community gathering space, recognizing patrons' needs to connect with one another and share conversation as a key component of library use.
- **Parking.** The provision of adequate, easily accessed, well-lit, level parking, in close proximity to the building, will undoubtedly increase library attendance.

**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, Safety, and Security**

Unlike the current library, the proposed facility will meet the current building code, ADA guidelines, and health standards. It will provide plenty of natural light, a right-sized elevator, easily navigated stairways, four well-marked accessible exits (with an additional one accessible from the staff offices), reliable HVAC, adequate bathroom and washing-up facilities, and a mold-free environment. Improved sight lines and better deployment of staff around the building will dramatically improve supervision of entrances and interior spaces.

More space will allow staff to process work and materials more safely, and to shelve materials at levels safely reachable by all users. It will also enhance our residents' safety by allowing us to increase our holdings in Health, Medicine, Self-Help, and Fitness, perennially popular subjects among our users.

Better interior lighting will make reading easier, and better exterior nighttime lighting will ensure safe access to and from the building. Traffic and pedestrian safety will be much improved in the design of the vehicle access routes and level parking lot.

The new library will have a security system with cameras, allowing for easier supervision by staff and enhanced safety for users. We hope that part of this project will include new technology infrastructure for the library, with a more secure storage system for staff and a more robust and secure wireless network for patrons.

Overall, the proposed library building will provide a healthier, more productive, and more enjoyable environment for both the staff and the public. The user experience will be vastly more welcoming for all, particularly for those with disabilities and their caregivers.

**Fire protection**

By providing fire protection that is up to current code, the new library will better protect the people who are in the building at any given time, as well as our valuable collections of materials. Having four well-marked public entrances/exits will also allow for quick and safe exit of patrons to the exterior. The building will also be just 0.3 miles north of our Station 2 Fire Station, located on the same street.



**Structural integrity**

By building to a design vetted by licensed professional architects, engineers, construction professionals, and the town's Permanent Municipal Building Committee, the Town of Wayland can be assured that the new facility will meet current benchmarks for structural integrity. Library planners were careful to site the proposed building well away from the town's many wetland areas, knowing from experience the damage that water can do to the structural integrity and collections of a library building. Since this site does not abut a wetland area, as does our current library building, the new building will not be at risk of flooding.

**Other**

By planning the library project to attain LEED certification, the town is living up to its designation as a Green Community and providing an example of good environmental stewardship, energy conservation, and planetary citizenship to its children, its residents, and the surrounding communities. As a repository of knowledge, research, and new technologies, the Library should be a community leader in this area.

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

The project will provide appropriate work spaces for functions previously housed in inappropriate areas. In circulation, these include separate areas for processing interlibrary loan and network transfer items, processing new acquisitions, and processing returned circulating materials. These activities currently occur in several areas of the library, and often overlap. Having spaces dedicated to these tasks will markedly improve the efficiency of our staff.

In the programming area, the project promises adequate program space for people of all ages, including a larger public meeting room for adults and dedicated storytime and craft spaces for children—all of which will make set-up, presentation, and take-down of programs easier, more pleasant, and more efficient.

In the technology area, there will finally be dedicated spaces to set up and troubleshoot computer equipment for both the staff and the public, as well as appropriate space for our computer networking equipment.

A Teen Room will include work space for a dedicated teens' librarian, which will greatly increase staff productivity in the area of collection development and programming for teens. The new library will also have a workroom for office tasks and storage of supplies, as well as space for Friends of the Library book donations and their sorting operation. This will relieve staff from literally tripping over these materials in the hall, and the Library Director from having to house boxes and supplies in her office.

More space will reduce the amount of time devoted to the clerical aspects of librarianship, and free up time for mission-related tasks (as listed in 1C). For example, more collection space will reduce the time spent aggressively weeding our collection and shifting books to maximize shelf



space, and free up time for collection development and acquisition.

Also, with additional space, staff will be able to circulate more easily throughout the library and explore different ways to best complete tasks quickly and accurately, a luxury not currently possible. Staff offices and areas will have windows, allowing sight lines to the parking lot as well as the reading rooms, and allow for a brighter, more pleasant work environment. The staff break room, near most of the staff offices, will be a welcome, bright and airy change from the current basement-level space. This will encourage staff to use the break room for rest and refreshment and foster connection, rapport, and collegiality.

A separate, private office for the Assistant Director on the second floor will provide an administrative presence on both levels of the library.

**D. Is the project ADA compliant? Yes No**

**What Architectural Access Board waivers may be sought to meet ADA compliance and why?**

ADA compliance is one of the most satisfying features of this project, as handicap accessibility is almost impossible to achieve in our current, 117-year old building at 5 Concord Road. No Architectural Access Board waivers are anticipated for the proposed facility.

**E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location.**

Library parking will be adjacent to the eastern side of the proposed library building. Patrons will approach the building from Main Street (Route 27). To reach the parking lot, the vehicles will first turn into an access drive (which also serves Wayland Middle School, located just to the east), then take the first right turn into the parking lot. The design calls for a parking lot that will accommodate 99 cars, bisected by a narrow landscaped area with parking divided equally on either side. Ample spots will be reserved near the building for handicap parking. At 99 total spaces, the proposed parking lot easily exceeds the MBLC guidelines of one space per 400 gross square feet of building, not including staff parking. The 10 spaces furthest from the building will be reserved for staff, a number sufficient to accommodate any anticipated increase in staff. The parking lot and adjacent buffer are designed with plenty of greenery and landscaping to diminish the hardscape “suburban mall” appearance and blend with the surrounding playing fields, presenting a gracious and inviting setting.

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

To reach the library courtyard and entrance after parking, visitors will need to walk only a short distance on clearly marked walkways from the adjacent parking lot. The main walkway will extend into the landscaped divider area, minimizing visitors’ time walking in the parking lot driveways. This path of travel is designed to celebrate the entry to the building, ushering visitors to the building entrance quickly and safely while surrounding them with plantings and landscape. Patrons wishing to drop off books without parking may do so in a simple curbside plaza area that will extend out into the parking lot.

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

The entire parking lot is anticipated to be dedicated to library use. Although the parking lot will be adjacent to a recreation space, there is ample parking on the larger site across the drive from the library and the recreation space. There is also parking in the middle school lots adjacent to the recreation space.

**H. What energy-efficient and environmentally sustainable features are incorporated into the project design?**

*If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.*

**A LEED Project Scorecard is included as Appendix M. Among the features noted there:**

- Reduced heat-island effect from shaded paved surfaces and high solar reflectance index roofing materials
- Reduced water consumption through the use of low-flow plumbing fixtures
- Reduced carbon footprint by purchasing materials and supplies within 500 miles of building site
- Optimized energy performance from highly insulated building envelope, high-efficiency mechanical equipment, and whole-building energy simulation
- Additional building-systems operating efficiencies through enhanced commissioning
- Reduced construction waste by separating and recycling 95% of construction waste
- Improved indoor air quality through Indoor Air Quality (IAQ) monitoring during and after construction
- Use of low-emissions materials for paints, carpets, and composite wood products
- Control of indoor pollutants by mechanical ventilation of janitorial materials, storage spaces, copy center, etc.
- High-level control of thermal and lighting systems through installation of heating/cooling zones and multi-level lighting control
- Enhanced day lighting with automated lighting controls adjusted to respond to available daylight as well as occupancy sensors in book stack aisles, private offices, and restrooms
- Site selection in proximity to public transportation, housing density, and civic institutions
- Designated parking spaces for fuel-efficient vehicles and carpools

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

- I. The entire library has been designed with maximum flexibility in mind. The open floor plan has few fixed walls, making future reconfiguration of space easy. Both the new technology room and the main program room will have retractable walls that may be opened onto adjacent areas. The proposed library is designed to accommodate twenty years of community growth within the proposed envelope. In addition, the second floor is designed as a mezzanine level, and the

building will be structurally designed so that the mezzanine could be built out over the open portion of the first floor. If built, this full second floor would capture an additional 5,000 square feet of floor space. The current design also includes adequate space for an RFID system, should the library choose to adopt that technology in the future.

All bookstacks that are less than five shelves high, and all AV-materials shelving, will be mobile and repositionable. The mobile circulation and information services desks can also be shifted and reoriented, or even relocated to another place in the building. The AV collection space, in particular, may open up for other uses in the future as streaming media replaces tangible media. As that collection shrinks, other collections can expand into that space, or patrons may use it for reading, conducting research, meeting with colleagues, experiencing new technologies, or other library services of the future.

- 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 (Somewhat)  No

If yes, explain why.

While the architectural design for the project is largely consistent with the building program, there have been some modifications, mainly to accommodate an anticipated increase in use by youth (due to the building's location next to the Wayland Middle School, on the bus route from Wayland High School, and a moderate distance from two elementary schools). The Teen Room has been acoustically segregated from the main library, and additional square footage has been added in seating areas surrounding the Teen Room to allow for spill-over after school. Because we anticipate heavy use by teens after school, study spaces and new technology spaces have also been expanded in the mezzanine near the teen room. The Children's Room is also about 9 percent larger than originally planned, as it felt too small to accommodate the wide range of ages as originally programmed.

Our browsing and display area for new materials was increased from 570 square feet to 1,331 feet to accommodate new collection-development priorities that the Library has adopted within the last year. 750 square feet was added for storage to accommodate ongoing Friends of the Library book donations and sorting work, which had not been adequately considered in the original program. On the other hand, our Adult AV section was downsized by about 40 percent from the building program allowance, to reflect an expected transition to streaming media. Overall, the building is 2,201 square feet larger than originally programmed due to its proposed location in a population- and school-dense area.

#### 4. Site

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

The site at 195 Main Street presents a special opportunity to deepen existing synergies among three important and popular departments in our town: the Library, the School Department, and the

Recreation Department. Situated within sight of the town's only middle school and adjacent to existing and proposed sports fields and passive recreation space, the Library will become an anchor for a new campus-like area for educational, recreational, and intergenerational connection, a place where young families can form new routines of play, study, and lifelong learning. We are excited about the prospect of parents taking a toddler to storytime at the Library, watching an older child play intermural soccer on an adjacent playing field, and going to a parent-teacher conference at the middle school—all on one property in one afternoon. We look forward to hosting STEM classes for children using our 3D printer, pairing teens and seniors for homework help, lending brooms so kids can play Quidditch on an adjacent field, and reaching out to seniors in the nearby senior housing complex and assisted-living community. A big move is always daunting, but this one thrills us for its many opportunities to fulfill our vision of community connection.

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

After Design Technique (OPM) and Tappé Architects were hired to conduct Wayland's Library Planning and Design Study, the difficult work of choosing the best site for library expansion began in earnest. The architectural beauty and historical character of the current library building—and the deep community attachment to it—required that every reasonable approach to expanding at the current site be considered. The Board of Library Trustees (BoLT) had been clear from the beginning of this process that the current site would be rigorously investigated for its expansion potential. Tappé Architects assisted the Library Planning Committee (LPC), the BoLT, and the Permanent Municipal Building Committee (PMBC) in investigating three possible sites recommended by the LPC, based on its earlier study, and by the Wayland Real Asset Planning Committee (WRAP). The design team worked conscientiously and productively over the spring and summer of 2016 on the following tasks:

- Reviewing and confirming our Library Building Program
- Developing a town-wide survey to learn what residents desire in an expanded or new library
- Holding three community visioning sessions, including one with teens
- Conducting preliminary investigations of three possible sites for expansion
  - 5 Concord Road, the current library site
  - 195 Main Street, the site of the former Highway Department garage, which abuts the Wayland Middle School
  - 202 Old Connecticut Path, an undeveloped interior woodland tract near the Sudbury River
- Creating a weighted matrix to assist the PMBC, LPC, and BoLT in narrowing the sites from three choices to two: 195 Main Street and 5 Concord Road
- Creating a second, more detailed, quantitative evaluation matrix to assist us in selecting the best site: 195 Main Street

In the end, 195 Main Street emerged as the preferred site. Despite its beautiful setting, the site at 202 Old Connecticut Path was eliminated because it lacked basic infrastructure (road access, utilities, and water) and synergy with other town facilities, services and gathering places. The

current library site at 5 Concord Road was finally excluded for a number of reasons, including: the extremely constrained lot size and inability to expand on the lot; the impossibility of meeting parking requirements on the site; the town's strict Aquifer Protection District Bylaw, which requires that no more than 30 percent of the site be impervious; traffic congestion at the site; proximity of the driveway to a busy intersection, making ingress and egress highly problematic; the inability to create a larger building without eclipsing the beautiful historic structure; the incongruence of such a large building in this neighborhood, immediately adjacent to the Town's Historic District; and the site's known propensity to flood. The current library site at 5 Concord Road actually finished last in the first matrix ranking that compared the three properties; however, the Library Trustees were committed to investigating it against a "new" site, so it was considered against the clear winner of the first matrix ranking (195 Main Street). Due to its many deficiencies, the current library site was ultimately eliminated.

After final site selection in the fall of 2016, the design team started preliminary design work using the 195 Main Street site, which is the subject of this application. During the fall of 2016, the Board of Library Trustees followed the required town process to arrange for this site to be declared surplus by the town boards that controlled it, and to see that those boards passed motions to transfer the land to the jurisdiction of the Board of Library Trustees should the Town be awarded a construction grant from the MPLCP and later receive funding through the town process.

#### **Description of 195 Main Street—Site of proposed new library building**

There is very little developable, town-owned land in Wayland. We are fortunate that 195 Main Street, the site of the former Highway Department garage, recently became available after a new Department of Public Works building was constructed elsewhere in town. The total lot comprises approximately 4.7 acres and is very fortunately sited adjacent to the town's only middle school. Both the geometry and topography of the parcel make it eminently suitable for new construction once the old garage is demolished. The entire 4.7-acre site is larger than what is needed to accommodate a building that will meet the library's needs and associated parking; therefore, an agreement was reached among the several boards that expressed interest in the parcel, and those with current jurisdiction over it, to parcel out the lot to the town's best overall advantage.

The jurisdictional agreement allows the Library, should it receive funding, to develop 2.3 acres of the prime, street-side portion of the lot as a new library and dedicated parking. The School Department will have jurisdiction over the part of the parcel (approximately 0.6 acres) that includes the driveway, which is the main access road to Wayland Middle School. Between the proposed library and Wayland Middle School is another 1.9 acres, which will be designated for recreational purposes. A map illustrating the divisions may be found in Appendix A ("A-193-195-207 Main Street Jurisdictional Boundaries.pdf").

The 2.3-acre section designated for the new library will allow the building to be prominently visible from the main road (Main Street, also known as Route 27) that bisects Wayland on its north–south axis. Immediate proximity to the middle school, and relative proximity to three other schools, also presents a unique opportunity to enhance services to youth of all ages and support the town’s extraordinary commitment to K–12 education.

It should be noted that construction will require demolition of the former Highway Department garage and an existing shed with several storage bays. Also, part of this site was used many decades ago as a burn dump. Our design team has endeavored to avoid that area; please see the HazMat and Geotechnical examination abstracts for more information about these conditions.

**Photos of Existing Conditions at Proposed Site:**



**Looking southeast from Main Street (right) toward the project site (center). Wayland Middle School is visible to the far left. Note existing driveway (heading left).**



**Looking north along Main Street, the proposed library site is on the right (at the location of existing buildings and shed).**





View of existing structures, garage, and shed, from the south.



View of existing highway garage from the driveway.



View of both existing buildings looking west.



**Advantages of Site:**

- The site fronts on the town's major north-south axis road. In this walkable residential area, both sidewalks and walking trails lead pedestrians to the building.
- Proximity to Wayland's only middle school would transform youth access to the Library and give rise to new programming for this age group. The building would also be reasonably close to Wayland High School, which shares a bus route with the middle school, and within walking distance from two elementary schools for students in the upper elementary grades.
- A recreational use planned for the parcel between the Library and the middle school will allow for creative synergy during after-school and weekend hours in particular. Adults can visit the Library while older children are actively engaged outdoors, and young people can visit before and after recreational activities. Although the Library would no longer be at the geographic center of town, it would be in the most densely populated section area. The relative density of the neighborhood will enable walking access by a large, active residential population.
- The project is located near two public senior housing complexes and also a small, but active, commercial district.
- A prominent, attractive public building would dramatically improve the appearance of the current lackluster streetscape, dominated by a derelict garage.
- The site allows the construction of a modern building that will feature an abundance of natural light-filled spaces.
- The site allows vehicles to enter and exit the parking lot from a driveway as opposed to a main road, which will greatly improve the safety of entering and exiting the parking lot.
- The lot is a conforming town-owned parcel with no zoning constraints beyond the setback and height limits that cover all lots in this district. A relatively uncomplicated regulatory environment should minimize the time needed for development of full schematic designs and the permitting process. Although the site is within the Zone II Aquifer Protected District, this should not pose a problem.
- All infrastructure, roadways, and utilities necessary to construct a modern library building already exist at this recently abandoned site.

**B. Summarize the site investigation findings in reports on:****i. Geotechnical examination**

The firm of Weston and Sampson conducted a Geotechnical Evaluation and Environmental Assessment and issued a report dated October 14, 2016 (see Appendix H). The report provided preliminary project details, site and subsurface conditions, and discussions of geotechnical and environmental considerations for the proposed site development. The report described how portions of the site were formerly part of a town landfill and burn dump area (Wayland Town Dump) prior to filling the site to existing grades and construction of the former Department of Public Works (DPW)

facility still present at the site. Subsurface conditions encountered in explorations included non-engineered fill and buried landfill debris to depths in excess of 12 feet.

The report opined that the proposed site redevelopment is feasible. Geotechnical considerations include the presence of non-engineered fill and buried landfill debris beneath proposed foundations, slabs, and other structural site improvements. The report also discussed foundation alternatives. Because the site contains an unlined, incompletely capped landfill according to MassDEP's list of Inactive & Closed Landfills and Dumping, MassDEP will need to be notified of any proposed work at the site and to evaluate potential design and construction considerations for mitigating vapor intrusion. Additional geotechnical and environmental explorations, laboratory testing, and analyses are recommended during the design phase. Weston and Sampson also issued a site suitability certificate, which may be found in Appendix H.

**ii. Hazardous materials survey**

The Town of Wayland retained Smith & Wessel Associates, Inc. (SWA) to conduct inspections for asbestos-containing building materials (ACBM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), and mercury-containing components at the former Highway Department building and adjacent wooden garage located at 195 Main Street. SWA's Massachusetts certified Asbestos Inspector Eric Hanson (Cert. # AI-000220) inspected the spaces on November 22 and 28, 2016, in anticipation of the structures being demolished.

SWA identified both friable and non-friable asbestos-containing building materials at the site in the form of flooring/leveler, pipe insulation debris, roofing, and chimney flashing; the remediation cost was estimated to be \$32,000. Given the observed levels of lead in the paint, it will be necessary to comply with OSHA regulations for worker safety; remediation cost was estimated to be \$1,500. No PCBs were visually observed. All mercury-containing fluorescent light bulbs and any mercury thermostats require proper disposal and recycling; this remediation cost was estimated to be \$1,000. Certificates of inspection were issued.

Respectfully submitted,

***Smith & Wessel Associates, Inc.***



Glenn Nelson  
Operations Manager

**iii. Preservation or archeological site survey (not applicable)**

**iv. Structural evaluation (not applicable)**

**C. What zoning waivers may be required?**

No Zoning waivers are expected to be required.

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

Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

• **Acquired from Town or School Owned Land**

**Documenting Ownership**

The site for the proposed new library building in the Town of Wayland is 195 Main Street.

**Proof of ownership of the land at 195 Main Street by the Town is based upon two (2) deeds that conveyed the land to the Town of Wayland**

1. by deed of Lawrence Albert Wallace to the Town of Wayland on October 25, 1928, recorded in Middlesex South Registry of Deeds, Book 5291, Page 148; and
2. by deed of James P. Martin and Mabel Martin, husband and wife, to the Town of Wayland, on June 15, 1944, recorded in Middlesex South Registry of Deeds, Book 6775, Page 355.

**Proof that the Board of Library Trustees will have jurisdiction over this land is based upon a series of Town Meeting and individual Board votes:**

- A. By a vote at Annual Town Meeting on April 7, 2016, 213 in favor, 29 opposed, a two-thirds vote required and achieved, Town Meeting authorized the
  - A. Board of Public Works, under whose jurisdiction the parcel from Wallace to the Town of Wayland resided, to convey this parcel to the Board of Library Trustees as well as to two other boards for their municipal purposes,
  - B. Wayland Board of Selectmen (BOS), under whose jurisdiction the parcel from Martin and Martin to the Town of Wayland resided, to convey this parcel to the Board of Library Trustees as well as to two other boards for their municipal purposes.
- B. By a vote at the Board of Public Works (BoPW) meeting on October 19, 2016, four (4) in favor, none opposed, one (1) abstention, a majority vote required and achieved, the BoPW voted to conditionally transfer authority to the Board of Library Trustees of a portion of their parcel, according to the Topographical Survey, titled: "Plan of Land in Wayland, Massachusetts Showing Jurisdictional Boundaries at The Highway Garage, 10/12/2016" enclosed with this application. The conditions are

that the Board of Library Trustees must be awarded a grant by the MPLCP and get funding through the town process.

- C. By a vote at the Board of Selectmen meeting on November 21, 2016, five (5) in favor, none objecting, a majority vote required and achieved, the BOS voted to conditionally transfer authority to the Board of Library Trustees of a portion of their parcel, according to the Topographical Survey, titled: "Plan of Land in Wayland, Massachusetts Showing Jurisdictional Boundaries at The Highway Garage, 10/12/2016" enclosed with this application. The conditions are that the Board of Library Trustees must be awarded a grant by the MPLCP and get funding through the town process.

Therefore, the Board of Library Trustees have now demonstrated ownership of the parcel known as 195 Main Street, as depicted on the Topographical Survey submitted with this application, consisting of 2.3 acres of land and conditioned on the awarding of a grant by the MPLCP and funding of the project through the town process.

**Value of Land/Clear Title**

The property record card produced by the Board of Assessor's Office for 195 Main Street (Vision ID #8658) and available in Appendix A demonstrates that the land at 195 Main Street, without the structures thereon, is valued at Four Hundred, Sixty-Three Thousand (\$463,000.00) Dollars.

The size of the entire parcel is 4.7 acres. The portion of parcel transferred to the Board of Library Trustees for Library purposes is 2.3 acres. The 2.3 acre parcel is 48.9% of the 195 Main Street site (4.7 acres).

By allocating 48.9% of the property value to this portion of the parcel, the value of the 2.3 acre parcel is \$226,407.00 Dollars.

The Town has clear title to the land. The deeds to the land are contained in Appendix A.

## 5. Funding and Stewardship

- A. The potential level of financial support for this project is described in Section 2D below, and in the Funding Sources spreadsheet found in that section.**
- B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion.**

We anticipate strong municipal support for both adjusted staffing levels and maintenance for the new building. The Library is a popular municipal department, receiving consistent and generous financial support from the town for both its building and its services. The Library's robust budget for FY2017 is \$1,056,200, approximately 1.3 percent of the town's total operating budget, and the town has consistently supported the Library at that percentage level for decades. Our assumption of solid municipal support is also based on the town's recent history of adequately staffing and maintaining two recently constructed buildings: the new Wayland High School (constructed in 2011) and the new Department of Public Works building (constructed in 2014). The Board of Library Trustees has been very transparent about the need for a new position of Young Adult Librarian if the Library is built next to the middle school. Likewise, the need for additional custodial support has been repeatedly expressed. We anticipate that town officials will support these requests.

- C. A Massachusetts Historical Commission (MHC) Notification form has been sent to the MHC and a copy is included in Appendix G.**

## 6. Special Conditions

- A. If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demography, economics, or other conditions that have had a significant effect on the proposed project's scope or size.**

### **Conditions that may have unusual influence on the size, scope, and siting of this project include:**

- High educational attainment level of our community
- Community expectation for library spaces and services commensurate with those in neighboring and peer communities
- Demonstrated unsuitability of current facility for continued library use, and resulting pent-up demand for library services
- Siting of the project in the town's densest population corridor, close to four schools
- Immediate adjacency of proposed site to the town's only middle school
- Unprecedented opportunity to capitalize on synergies among the School Department, the Recreation Department, and the Library
- Increased cost of the project due to necessary demolition of existing buildings at the site

- Siting constraints on the property in order to avoid building over a former burn dump
- Constrained land availability on the parcel due to the necessity of sharing the parcel with the Recreation Department

**7. Project Timeline**

Estimate the number of months needed to:

- A.** Finalize schematic design and complete design development: 10–12 months
- B.** Secure local funding: 10 months
- C.** Complete construction: 16 months

Wayland Free Library - Grant Project Cost Estimate

<b>A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary</b>				
<i>If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.</i>				
	<b>Item/Activity</b>	<b>Eligible</b>	<b>Non-Eligible</b>	<b>Total</b>
<b>Construction</b>				
1	Construction (Less Site Improvements: Landscaping/Paving)	\$ 16,098,684		\$ 16,098,684
2	Landscaping & Paving (Site Improvements)		\$ 978,057	\$ 978,057
3	Bonds & Insurance (2.25%)	\$ 362,220	\$ 22,006	\$ 384,227
4	Overhead & Profit (4%)	\$ 658,436	\$ 40,003	\$ 698,439
5	Permits, if not waived by municipality	\$ -		\$ -
6	<b>Subtotal</b>	<b>\$ 17,119,341</b>	<b>\$ 1,040,066</b>	<b>\$ 18,159,407</b>
7	<b>Contingency for Construction 10% of total (Confirm % w/PMBC)</b>	<b>\$ 1,711,934</b>	<b>\$ 104,007</b>	<b>\$ 1,815,941</b>
8	<b>Construction Subtotal</b>	<b>\$ 18,831,275</b>	<b>\$ 1,144,072</b>	<b>\$ 19,975,348</b>
<b>Professional Services</b>				
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 through Bid Documents (75% of Fee \$\$'s) Design Development	\$ 1,361,956		\$ 1,361,956
12	Architect Fees: Construction Administration (25% of Fee \$\$'s)	\$ 453,985		\$ 453,985
13	Project Management (OPM) (includes Grant Phase) 3.5% of Construction	\$ 635,579		\$ 635,579
14	Clerk of the Works, if separate from OPM	included above		included
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 (Landfill: Additional Permitting/Geotech Support)	\$ 75,000		\$ 75,000
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)	\$ 41,700		\$ 41,700
26	<b>Professional Services Subtotal</b>	<b>\$ 2,910,220</b>	<b>\$ 20,000</b>	<b>\$ 2,930,220</b>
<b>Furnishings, Finishes &amp; Equipment (FF&amp;E)</b>				
27	Utility Backcharges	\$ 30,000		\$ 30,000
28	Steel Bookshelves & Metal End panels	\$ 175,000		\$ 175,000
29	Mobile Shelving & Mobile Service Desks	\$ 55,000		\$ 55,000
30	Furniture		\$ 704,810	\$ 704,810
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		\$ 60,000	\$ 60,000
35	Audio Visual Equipment, i.e. projectors, televisions, microphones		\$ 30,000	\$ 30,000
36	Wayfinding and Decorative Signage		\$ 35,000	\$ 35,000
37	Automated Sorting System		Not Required	
38	Security System for Collections		TBD	\$ -
39	Murals or Other Artwork		TBD	\$ -
40	Other (list separately on next page)	Not used		\$ -
41	<b>Subtotal</b>	<b>\$ 310,000</b>	<b>\$ 854,810</b>	<b>\$ 1,164,810</b>
42	Contingency for Expenses: Professional Service and FF&E (10% of total of all expenses)	\$ 322,022	\$ 87,481	\$ 409,503
43	<b>FF&amp;E Subtotal</b>	<b>\$ 632,022</b>	<b>\$ 942,291</b>	<b>\$ 1,574,313</b>
44	<b>Expenses: Profession Services and FF&amp;E Subtotal</b>	<b>\$ 3,542,242</b>	<b>\$ 962,291</b>	<b>\$ 4,504,533</b>



Wayland Free Library - Grant Project Cost Estimate

<b>Other</b>				
<b>45 Town or School Owned</b>		\$ 226,407		\$ 226,407
46 Gifted or Purchased				\$ -
47 Municipal Bond Costs				\$ -
48 Moving			\$ 65,000	\$ 65,000
49 Temporary Library Fit-out, Rent, Insurance, etc.			Not Required	\$ -
<b>50 Other Subtotal</b>		\$ 226,407	\$ 65,000	\$ 291,407
<b>50.a Total Project Costs - Before Escalation</b>		\$ 22,599,924	\$ 2,171,363	\$ 24,771,288
<b>Annual Escalation</b>				
51 Construction for up to 36 mos. (6% per yr./Compounded)		\$ 3,597,075	\$ 218,536	\$ 3,815,611
52 Architects services based on 10% of Construction (3 years)		\$ 359,707.49	\$ 21,854	\$ 381,561
53 Professional Services 9% for up to 36 mos. (3% per yr.)		\$ 90,648		\$ 90,648
54 FF&E 9% for up to 36 mos. (3% per yr./Compounded)			\$ 108,009	\$ 108,009
<b>55 Escalation Subtotal</b>		\$ 4,047,430	\$ 348,399	\$ 4,395,829
<b>56 Grand Total Project Costs</b>		\$ 26,647,354	\$ 2,519,762	\$ 29,167,117
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.				

B. DETAILED COST ESTIMATE

The independent cost estimator's full report may be found in Appendix L.

<b>Estimating Firm:</b>	PMC LLC
Address:	20 Downer Avenue, Suite 1C, Hingham, MA 02043
Name of Estimator:	Peter Bradley
Phone(s):	781-740-8007
Email address:	peterbradley@pmc-ma.com

	Project Type	Estimated GSF	Cost	Cost Per GSF
<b>Costs for Construction Only</b>	<b>New Building</b>	<b>33,530</b>	<b>23,790,959</b>	<b>\$ 710</b>
	<i>Includes Escalation</i>			
	<b>Addition/Renovation &amp; Conversions</b>			
	Addition portion			
	Existing Renovated portion			
	Average GSF	-	\$ -	
<b>Total Project Costs</b>	<b>New Building</b>	<b>33,530</b>	<b>\$ 29,167,117</b>	<b>\$ 870</b>
	<i>Includes Escalation</i>			
	<b>Addition/Renovation &amp; Conversions</b>			
	Addition portion			
	Existing Renovated portion			
	Average GSF		\$ -	
<b>Eligible Costs</b>	<b>New Building</b>	<b>33,530</b>	<b>\$ 26,647,354</b>	<b>\$ 795</b>
	<i>Includes Escalation</i>			
	<b>Addition/Renovation &amp; Conversions</b>			
	Addition portion			
	Existing Renovated portion			
	Average GSF		\$ -	

D. FUNDING SOURCES

**WAYLAND FREE PUBLIC LIBRARY CAPITAL FUNDRAISING PLAN SUMMARY**

The Trustees of the Wayland Free Public Library recognize that there is a need for a capital campaign to raise funds to supplement both the anticipated grant from the MPLCP and the anticipated funds that the Town of Wayland will provide.

The Trustees have enlisted the volunteer services of a member of the Wayland community who recently retired from a distinguished career as a professional fundraiser for non-profit and other organizations. This individual has been in contact with libraries that have run or are currently running capital campaigns, and is developing a capital campaign strategy for the Wayland Free Public Library. In the first phase of this campaign, the Trustees will establish a capital campaign steering committee, and will hire a consultant to plan and organize a campaign to raise private funds for many of the ineligible costs of the project so as to reduce the impact of the project on Wayland taxpayers. During this phase, the goal will be to gather volunteers for the continuing campaign and to solicit sizeable lead contributions.

After Town funds are secured, the second and third phases of the capital campaign will continue the outreach to civic-minded individuals through direct solicitation, special events, and special naming opportunities. Throughout the campaign, there will be a publicity program to raise awareness of the project, emphasize the need for a new library, and outline its benefits to the community. There will also be continuous updates about the progress of the campaign, with information about how individuals can contribute financially or otherwise.

The Trustees anticipate that this concentrated effort will take three years, and are excited by the interest already generated by our inquiries among members of the Wayland community.

NOTE: See full Funding Narrative in Appendix P.

<b>2. Estimated Construction Grant Award</b>			
Use MPCLP awards calculator at			
<a href="http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas">http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas</a>			
to calculate estimate			
<b>D . Funding Proposal</b>			
<b>Funding Sources</b>	<b>Secured (in hand)</b>	<b>Proposed</b>	<b>Total</b>
General Funds	\$ -		\$ -
Municipal Bond	\$ -	\$ 16,408,207	\$ 16,408,207
Accumulated Capital Construction or Improvement Fund	\$ -		\$ -
Library Trust Funds	\$ 500,000		\$ 500,000
Capital Campaign Feasibility Study Funds	\$ -	\$ -	\$ -
Funds Raised Privately through Capital Campaign or Other Efforts, include Formalized Pledges	\$ -	\$ 1,500,000	\$ 1,500,000
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		\$ 10,382,503	\$ 10,382,503
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	\$ 226,407	\$ -	\$ 226,407
Federal Fund (attach list specifying agency and program)	\$ -	\$ -	\$ -
Other Funds: Town Funded Planning & Design Study	\$ 150,000	\$ -	\$ 150,000
<b>Total Funding</b>	<b>\$ 876,407</b>	<b>\$ 28,290,710</b>	<b>\$ 29,167,117</b>

## SECTION 3: ASSURANCES AND CERTIFICATIONS

### A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

1. **Project Director.** Note: The library director may function as the project director.

Name: Dana Mastroianni

Position: Library Director, Wayland Free Public Library

Responsibilities: Responsibilities as needed, including coordinating any tasks related to the project with the Permanent Municipal Building Committee of the Town of Wayland

Qualifications: M.S., Library and Information Science, Simmons College

Former Library Director in Topsfield, MA and Dracut, MA

Former Assistant Library Director in Needham, MA

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

**Architectural Firm:**

**Tappé Associates**

Address:

6 Edgerly Place, Boston, MA 02116

Phone(s):

(617) 451-0200

Website:

www.tappe.com

Library project date of hire:

April, 2016

Name of Principal Architect:

Jeffrey M. Hoover

Phone(s):

O: (617) 451-0200 D: (617) 986-4837 C: (617) 953-4090

Email address:

jhoover@tappe.com

Mass. License #:

7835

Name of Project Architect

(if different):

Christopher D. Blessen

Phone(s):

O: (617) 451-0200 D: (617) 986-4834 C: (774) 274-2060

Email address:

cblessen@tappe.com

Mass. License #:

50685

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

Phone(s):

(978) 462-2094

Website:

www.designtechnique.com

Library project date of hire:

August 2016

Name of OPM:

John Sayre-Scibona

Phone(s):

(978) 771-2640

Email address:

johnss@designtechnique.com

Name of Clerk of the Works:

[ ]

Phone(s):

[ ]



Email address: [ ]

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

Full name: [ ]

Phone(s): [ ]

Email address: [ ]

Major responsibilities related to the project: [ ]

**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 (Town Administrator)

Chairperson or Municipal Official of Above

Full name: Nan Balmer  
 Title: Town Administrator  
 Address: 41 Cochituate Road, Wayland, MA 01778  
 Phone(s): (508) 358-3621  
 Email address: nbalmer@wayland.ma.us

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

Full name: Zoe Pierce  
 Title: Town Treasurer  
 Address: 41 Cochituate Road, Wayland, MA 01778  
 Phone(s): (508) 358-3633  
 Email address: zpierce@wayland.ma.us

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

Full name: Kenneth (Ben) Keefe  
 Title: Public Buildings Director, Town of Wayland  
 Address: 41 Cochituate Road, Wayland, MA 01778  
 Phone(s): bkeefe@wayland.ma.us  
 Email address: (508) 358-3696

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

Bank or institution name: Rockland Trust  
Contact name: Deborah J. Hayes  
Title: First Vice President, Government Banking  
Address: 288 Union Street, Rockland, MA 02370  
Phone(s): (781) 982-6797  
Email address: Deborah\_Hayes@RocklandTrust.com

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

Office or agency name: Facilities Department  
Contact name: Kenneth (Ben) Keefe  
Title: Public Buildings Director, Town of Wayland  
Address: 41 Cochituate Road, Wayland, MA 01778  
Phone(s): bkeefe@wayland.ma.us  
Email address: (508) 358-3696

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

Office or agency name: Facilities Department  
Contact name: Kenneth (Ben) Keefe  
Title: Public Buildings Director, Town of Wayland  
Address: 41 Cochituate Road, Wayland, MA 01778  
Phone(s): bkeefe@wayland.ma.us  
Email address: (508) 358-3696

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: Nan Balmer  
Title: Town Administrator  
Address: 41 Cochituate Road, Wayland, MA 01778  
Phone(s): (508) 358-3621  
Email address: nbalmer@wayland.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: Aida A. Gennis**

Title and Board/Committee: **Chair, Board of Library Trustees**

Signature: 

Date: Jan 19, 2017

**Name: James E. Riley**

Title and Board/Committee: **Chair, Permanent Municipal Building Committee**

Signature: 

Date: 1/19/17

## 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 (2 Civil and 1 MEP-FP)
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (not 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. Additional Attachments (label sequentially)
  1. Wayland Free Public Library Capital Fundraising Plan



**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.

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