



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program

2016-2017 Construction Grant Round Application

Applicant Municipality	<u>Sharon</u>
Applicant Library	<u>Sharon Public Library</u> 11 North Main Street Sharon, MA 02060
Primary Contact	Lee Ann Amend Library Director 11 North Main Street, Sharon MA 02067 781-784-1578 x 1425 Lamend@ocln.org
Library Board Chairperson	Cheryl Weinstein _____ Signature
Building Committee Chairperson	Cheryl Weinstein _____ Signature
Total Estimated Project Cost:	\$ [17,718,183]

Original Copy

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) or Rosemary Waltos (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 Town of Sharon is a beautiful community with very little available municipal land. Sharon schools and municipal departments lack expansion space. The current library is an original 1914 Carnegie library which has been expanded twice, once in 1960 and again in 1979 for a total of 10,600 GSF. Sharon's current service population is 19,714 and the projected service population for 2034 is 22,098. A newly constructed library will be located at 1 School Street, about a quarter mile from the current library and will be 26,849 GSF.

The current library lacks seating, quiet study and programming space. There is no teen space for study or collections. The adult computer space is limited to one small area. There is no meeting room space for ESOL classes. The wiring infrastructure fails regularly.

Major features of the new library will include expanded patron, staff and programming space, a teen room, media lab, business pod for work-at-home library patrons, improved telecommunications and HVAC systems, improved security and building access with full ADA compliance, larger community room and quiet study spaces. Local Government has supported a change in venue from the current site to a much larger site for a new Sharon Public Library. This site is three times larger and will afford onsite parking, something this library never had before. A building on the site will be torn down and the new library will be built. The Town of Sharon has never received funding for a prior construction grant.]

B. PROJECT SITE ADDRESS

New site: 1 School Street, Sharon, MA 02067

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 [May 3, 2016]
 Not received but will seek approval on [Date]

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

- Received on [Date]
 Not received but will seek approval on [May 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>17612</u> |
| B. Later official census population, if different than above | <u>18027</u> |
| Cite the source(s) used to update census population. | MetroFuture regional plan for the greater Boston Region and the Donahue Institute |
| Estimated 2035 Population (Service) | [22,098] |
| Cite all source(s) used to determine the single projection for the 2035 population | [Donahue Institute] |

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

A. Population served by library	<u>18027</u>
B. If a branch, estimated population served by this location	[N/A]
C. Attendance	<u>14900</u>
D. Number of registered borrowers	<u>9604</u>
E. Total physical holdings	<u>235812</u>
1)Books	<u>65132</u>
2)Audio (Compact discs (not CD-ROMs) cassettes	<u>10429</u>
3)Video cassettes/discs/DVD	<u>5639</u>
4)Print periodicals, newspapers & other print serials	<u>224</u>
F. Total circulation activity	<u>271971</u>
G. Hours	
1)Total number of hours main library was open.	<u>2561</u>
2)Total number of hours all branches were open.	<u>0</u>
H. Operating Income	<u>967695</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>10600</u>
B. Year main library was built	<u>1914</u>
C. Year of most recent renovation	<u>1979</u>
D. Number of dedicated parking spaces	<u>0</u>
E. Main library seating capacity	<u>147</u>
F. Number of main library meeting rooms	<u>1</u>
G. Largest meeting room seating capacity	<u>75</u>
H. Individual or group study rooms	<u>1</u>
I. Number of times all meeting rooms were used	<u>364</u>

4. *Automated Library System as reported by Networks*

A. Member network	<u>OCLN</u>
B. Type of membership	<u>Full</u>
C. Stand-alone system	[N/A]

2. PROJECT

1. *Library type:*

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

2. *Current facility:*

- An existing library facility will be part of construction project
 The existing library facility will not be part of the construction project

No library facility currently exists

3. *Proposed project:*

Renovation or Renovation/Addition	New Construction
Is the existing building a library? [yes/no] If no, specify building type: [type]	Site size (acres): [.88]
Date of original construction: [date]	Final size of proposed project: [26,849 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]**

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

4. *Size of project*

	Gross Square Feet	Net Usable Square Feet
From Library Building Program	20,245	15,650
From Schematic Design Drawing(s)	26,849	23,062

5. The completed project will meet or exceed a building efficiency rating of [85.9]%
(Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
If efficiency rating is less than 65%, provide an explanation: []

6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*

Yes No If yes, certification level planned [Silver]

7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*

Yes No [number] Year Lease , with expiration date of [Date]

8. *The existing building to be renovated is:*

- On the National Register of Historic Places
- On the Massachusetts Historical Commission’s Inventory of Historic and Archaeological Assets
- In a historic district

9. *Space Summaries*

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

Guidelines:

Volumes per Capita (Print)

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

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

Source: *Wisconsin Public Library Standards*, 5th ed., 2010
[\[http://pld.dpi.wi.gov/pld_standard\]](http://pld.dpi.wi.gov/pld_standard)

Seats per 1,000 Population

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

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

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

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009

[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

Estimated Space Summary Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Estimated Space
Summary

Estimated Capacity Comparison Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Capacity Comparison

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?

[Sharon has a shared appreciation of the diversity of its population and refers to itself as, "a nice place to live because it's naturally beautiful". The Community prides itself in its dedication to educational excellence for all ages. According to the "Sharon High School 2015-2016 School Profile" 92% of high school graduates go to 4 year colleges and 2% go to 2 year colleges.

http://hs.sharon.k12.ma.us/files/_JIHK3_/a9312fc86cf2e6f33745a49013852ec4/SHS_StudentProfile_2015_new_photos.pdf

Sharon is a busy commuter town of professionals, academics, civil servants, and business people as well as local enterprises, restaurateurs, artists, and active participants in a network of civic organizations. <http://www.townofsharon.net/about-sharon>

The make-up of the Library Building and Selection Committee (LBSC) includes residents of the Town of Sharon who are very involved with the community as a whole and the library in particular.

Members include: two members of the Board of Library Trustees; one of whom was involved with two of the previous attempts at rebuilding the library, the other an active member with a child in the school system, a high school student; a Registered Professional Civil Engineer with over 44 years of design/construction experience; the Executive Director for our library network with a child in the school system; a retired superintendent of schools; a parent of middle school children and member of the Friends organization; and a parent and past member of the school department who is active on several boards in town.]

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

[The Mission of the Sharon Public Library is to serve the informational, educational, cultural, and recreational needs of all members of the Sharon community by providing access to a professional staff, a state of the art facility, and quality materials, programs and services.

The library mission aligns itself with the Community by:

- Providing print and multimedia materials that support the lifelong learning interests and requests of the diverse population.
- Providing community meeting space.
- Making meeting room space available through the direct patron reservation portal.
- Holding programs that educate, entertain and inform the public.
- Providing STEAM and other educational programming for youth of all ages.
- Providing excellent service delivery by a team of professional librarians and knowledgeable support staff.
- Providing up to date technology and software for use by the public.]

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

[The proposed project supports both the community vision and library's mission by:

- Increasing collection space where needed.
- Building a larger community meeting room that can be divided into two spaces in order to support multiple requests for programs.
- Building quiet study room spaces to support small group requests.
- Building a technology center to support technology education for all ages.

- Building a business pod space that can be used by business professionals complete with AV and other technologies.
- Building a teen area that includes a maker space / homework station, digital media lab and quiet tutoring spaces.
- Building a new facility that is safe, code compliant, energy efficient and has a state of the art network infrastructure.
- Providing adequate storage and work spaces for staff.]

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

[The library has completed two separate feasibility studies, the first was for re-constructing the current library, which was rejected by the Sharon Historical Commission in May 2016, and the second site at 1 School Street was approved by the Board of Selectmen on August 9, 2016.

The library has engaged the community through program planning surveys that were sent out via email server, website and hard copy in January 2015. A Community Forum was held with Building Program Consultant on March 26th between 4:00-6:00 PM and again during the Musical World Café event later on that evening, which drew 250 patrons.

The community was also engaged during the five year Long Range Planning process March 10 and 24th, 2016. Information regarding the building project is on the Library Expansion page on the library website. Updates have been sent in the following newsletters (April, May, June, September 2015, June, August and December 2016 and will continue as new information is received.)

Drop-in discussions with the Director and Trustees occurred throughout the process as the plans were made available and patrons had questions. The Library has posted the floor plans and exterior plans in the Library foyer for all to see and comment on. Community Open Houses showcasing the new design plans at 1 School Street were held with the Director and chair of the Library Building and Selection Committee on December 9 and 16, 2016.

The LBSC, Architects and Library Director held a community open house – public forum and discussion, on January 11, 2017 from 7:00-8:00 PM. In addition to public notice via email, website and other forms of media, over 300 abutters of the current and future library sites were individually invited to attend to ask questions.

The program was filmed and televised for the residents via Sharon Cable Television.]

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

[Library staff have been involved throughout the entire planning stage. Staff completed a written survey listing the needs and wants of their departments in November 2013 for the Planning and Design grant. Staff met with the Building Program Consultant, Cheryl Bryan, on

November 21, 2014 and completed a space needs assessment survey and a staff needs information survey.

They also met with Deborah Hoadley, the strategic planning consultant on December 4, 2015 to discuss the new library. The staff met on March 18, 2016 to review architectural floor plans of the current site and again on December 2, 2016 individually to view and comment on the plans. The Director has kept the staff updated since the original feasibility study started in March 2014 and at every staff meeting.]

2. Current conditions and their limitations

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

- [Information Services is a small area with two service desks, one desk faces the wall around the corner and the other is 4 feet from the adult computer area. Sightlines are blocked by shelving and building structure.
- This area is difficult to supervise and operate from.
- Patrons find it difficult to physically get around this tight area.
- There is no information services office. Staff find it difficult to concentrate on detailed work or to privately serve patron needs.
- This space does not allow for AV integrated technology for training and presentation purposes. The staff provide regular ongoing computer software training which is very popular, but is difficult without AV presentation capability.
- There is no storage for equipment that is distributed through this department, such as earphones, earbuds, laptops, etc.
- Storage is accomplished by putting things in boxes and leaving it under the two desks. A few small file cabinets are only big enough to accommodate some personal and valuable devices.
- There aren’t enough computers to accommodate demand.]



Wall between information services workstations.



Info services with no private location to ask patrons questions, to do detailed work, to store programming materials or to manage the area.

- **[Borrowing** – Currently circulation services are completed on both floors in the adult and children’s area.
- The library receives between 7 to 12 ILL bins per day. Sorting and checking are done from the floor making it difficult for staff.
- There is no circulation office for the supervisor to conduct confidential/private business, perform focused work or store records.
- Sightlines are blocked to the front entrance making it difficult to see who is coming into the building.
- There is no room for self-hold items or charging stations for circulating e- readers, Roku devices, hot spots, or other technologies in the current building.



Emptying delivery bins from floor makes it uncomfortable and difficult for staff.



Very large non-mobile main circulation desk.

- [Circulation on the lower youth services floor occurs at a very large desk that takes up an enormous amount of room. It is not easily moved without costly electrical work. Mobile workstations and patron seating would be a better use of the space.
- The library offers circulation services on this floor, which duplicates the work of the upper floor. Though this is a convenience for patrons with carriages and children in tow, staff could be utilized better.
- Cash registers placed at both circulation desks necessitates at least one staff member to be on duty at the desks at all times.]



Very large non-mobile lower floor main desk.

- [Collections - The shelves are overcrowded due to limited space, necessitating steady weeding of materials to allow for new items.
- The travel section is very heavily used by residents and patrons. It is located in the only available space on the floor in an inconvenient place near the doorway and elevator.
- The new materials section is throughout the building with new large print near the main fiction stacks instead of near the other new materials section.
- The collection is limited in growth space and poorly lit. This collection is weeded on an ongoing basis due to space limitations.
- The Adult collection is shelved on 7 to 8 foot shelving units with all shelves being utilized to accommodate the collection, allowing for little growth space.]



Travel Collection – due to lack of space and need for easy accessibility, travel is in a poorly lit area near the stairway and elevator.








Very tall – overcrowded shelving.

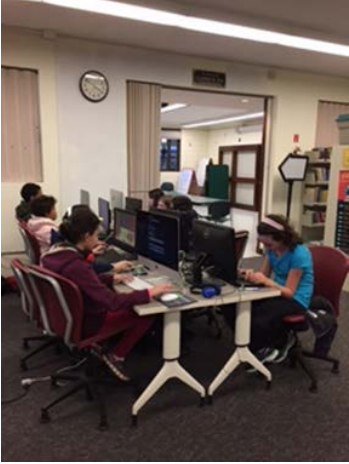
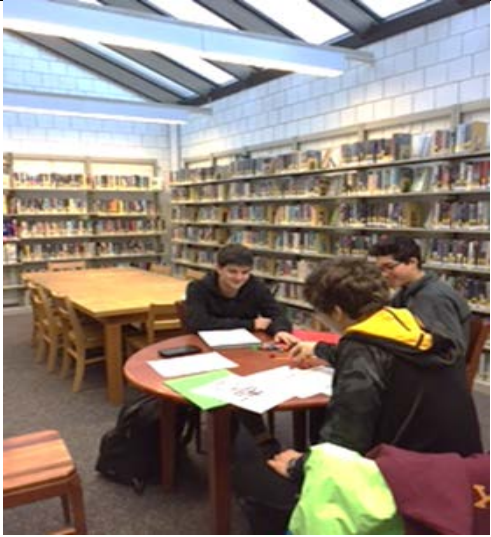
- [Main stacks – the fiction collection is shelved at various angles due to the angular building. This makes it difficult for patrons to find materials. As shown to the right, top and bottom shelves are full with no expansion room.
- The library does not purchase duplicates in the same format but relies on e-materials to offset the need for popular materials.
- The library has a significant number of users needing large print materials.]



Building is angular, shelving full and overcrowded.

<ul style="list-style-type: none"> • [The non-fiction collection is situated in a poorly lit part of the library due to HVAC ductwork. You can see how bright the quiet reading/reference room is to the left of the shelving, compared to the stack area. • There is no space to include comfortable seating, tables or reader seating in this area. • The lack of expandable space has resulted in the use of top and bottom shelving, making it difficult for patrons to reach the top without climbing on step stools.] 	
	<p>Poorly lit area for non-fiction collection.</p>
<p>[Programming areas, meeting rooms and quiet/group study spaces.</p> <ul style="list-style-type: none"> • [This photo shows the ESOL and Foreign Language Collection / tutoring area. The Stoughton/Sharon ESOL program has approximately 287 students and 50 ESOL teachers. Classes are held in this area, the quiet study room area and the Community Room whenever they can be accommodated. • Young Adults also use this space for their tutoring sessions, as there is no dedicated teen space in the library. • This 10 x10 foot area has three tables and 14 chairs at present. The adult computers are adjacent to this space as is the printer/copy machine, making this a very noisy area.] 	
	<p>This area is used for tutoring, quiet study and is open to the Adult computers in the back.</p>

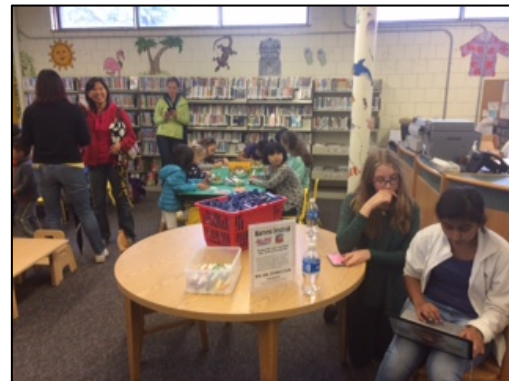
<ul style="list-style-type: none"> • [The quiet reading/reference/young adult space gets very hot in the summer and very cold in the winter due to glass skylights covering the entire roof as shown in this photo and the one below. • This space must accommodate those taking proctored exams. • This space is also used for small meetings which disturbs everyone else at the other end of the reading room.] 	
	<p>This is the only quiet study (open space) in the building. Note skylights above.</p>
<ul style="list-style-type: none"> • The reading room faces the east side of the quiet reading/reference/young adult space and houses the magazine and newspaper collection. This space is shared by patrons using their laptops and devices, but with only one electrical outlet, it is very difficult to accommodate multiple patrons. 	
	<p>This photo constitutes the entire reading room area.</p>
<ul style="list-style-type: none"> • The community room has a capacity of 75 people and can be reserved by the community directly through an online portal, making it a very popular destination. The room is often reserved to capacity. • Since there is only one large meeting space, and library programming gets first priority, availability for community members is challenging. • The custodial closet, furnace room, server room and local history room must all be accessed through this space, frequently necessitating program interruptions. • The community room cannot be accessed after hours without hiring a custodian. There is no kitchenette for the community room. The staff break room kitchen must be 	 <p>The community room showing the other spaces behind the speaker.</p>

<p>used by those reserving the community room. Bathrooms are also not accessible without entering the main library.</p> <ul style="list-style-type: none"> • There is an exhibit display mechanism mounted on the blank walls, but it is not adequate or secure. • There is no separate kitchenette for community room patron programming.] 	
<ul style="list-style-type: none"> • [Other - The Tween space in the library houses the juvenile fiction and non-fiction collections, homework center and computer stations. The majority of these patrons are middle school students. • The space shares a wall with the community room and noise travels freely between both spaces, making it difficult for each group to concentrate or enjoy what they are doing. • STEAM programming is frequently offered jointly with the Young Adults adding more noise to this area.] 	
	<p>Tween tech center sharing wall with community rm</p>
<ul style="list-style-type: none"> • Young Adult Space - The current library has no separate young adult space. • The YA collection has replaced the reference collection but offers no quiet study or group work capability. • Young Adults who wish to use the computers must use the tween space computers or the adult computers, depending upon their comfort. Most choose the adult computers. • Young Adults sit at the tables near the adult computer area for homework, group work and tutoring. Noise levels make it nearly impossible for both adults and youth alike to concentrate on their work. 	
	<p>Shared Young Adult space with quiet study room.</p>

- Children’s Room – The current children’s room is off to one side of the lower level near the elevator, public bathrooms, technical services office, community room and lower level entrance.
- This space is very small, and limited in collection size.
- There is only one computer in this space.
- Shelving is too high and there isn’t enough seating to accommodate the parents and children that use the space.
- The library holds on average, two children’s programs a day. Parents bring their children in during the rest of the day to read to their children, or to sit and play with the various learning activities provided.
- The space is not protected from visitors coming in or wandering around, but does have recorded video monitoring.
- The children often leave the building or go into the elevator, thereby creating an emergency situation.
- Due to the large multicultural population and various parenting styles, young children are often left at the library unaccompanied for a period of time, even though it is not approved by library policy.
- Early learning and storytime programming must be conducted in the community room, thereby restricting use by other parties.
- Craft activities must be held in the community room where there is vinyl flooring.
- Wall-to-wall carpeting covers all other areas in the children’s room.






Very small picture book room with little space to sit or play.









Children’s Room showing crowded conditions and not enough space for parents and children to sit.







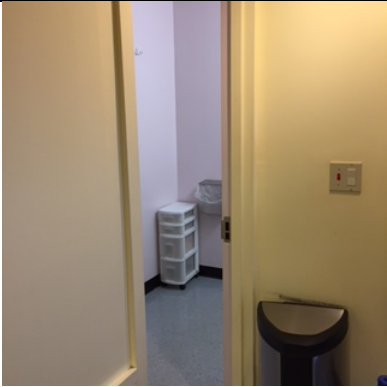

Activity time must be held in the community room as there is no space in the children’s room.

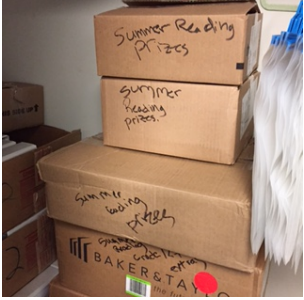


<ul style="list-style-type: none"> • [Other - Seating throughout the building is minimal and the addition of shelving has replaced seating in some areas. Currently there are 14 lounge chairs and 15 seats at tables. Service population projections for Sharon would necessitate the library having 117 seats to serve the population in 2034.] 	
	<p>Lounge seating minimal throughout the building.</p>
<ul style="list-style-type: none"> • [Local History Room is a small long and narrow room. It is built at an angle making it difficult to place shelving and furnishings. • The room is not large enough to hold meetings or to work on projects without bumping into each other. • The collection is on open shelving which is not secured; consequently staff must accompany patrons as they use the materials. • The AV storage room is a very small angular space which holds one AV cart and a portable screen & projector. This space is accessed through the Local History Room. • The Local History Room is often used for temporary storage of furniture when popular programs are being held in the community room, making it impossible to access the collection when needed. • There is no safe display area anywhere in the library to showcase historical materials. • The room has interior windows and glass doors, but due to florescent light damage coming in from the Community Room, blinds have to be kept shut. The combination of no display capability and closed blinds makes it difficult to highlight this collection. 	 <p>Open shelves in small Local History Room. Shelving doesn't fit the boxes. Friends file cabinets are also stored in this space.</p>  <p>Local History room with lack of room for expansion.</p>




<ul style="list-style-type: none"> • Microfilm Room - Sharon newspapers are on microfilm which are kept in the local history room along with the film/fiche reader. No one can view the newspapers without a staff member being present and there is no other space in the library to place the reader. Eventually when Digital Commonwealth is ready to accept newspapers on film, they will be converted to digital media. In the meantime, this library is the only location that makes the newspapers available to the public. 	 <p>Microfilm and film copier stored in tight angular wall space along with other storage items.</p>
<p>Storage is fairly non-existent.</p> <ul style="list-style-type: none"> • There is one small storage room in the building which holds four 8 foot shelving units. Two of these are used for children and teen’s craft and makerspace programming materials. One is for paper storage and the other is used for general purpose for all departments in the library. • Two mobile craft carts are also stored in this one space. This space has approximately three GSF of open floor space in which to move around in. • This space leads to the elevator room, which can never be blocked, thereby eliminating more storage space. 	 <p>One and only storage room in the library for use by all departments.</p>
<ul style="list-style-type: none"> • Children’s Activity Storage - The storytime books, musical instruments, Lego sets, take apart programming equipment, teaching easels, art supplies, and other teaching technology are placed in cabinets which take up space in the community room. • Some materials are placed inside the Local History Room during community room use, making it difficult to access the history room. 	 <p>Children’s activity supply storage - not adequate.</p>




<ul style="list-style-type: none"> • Staff Mail - The staff have no mailbox space in which to receive confidential and other information such as: checks, deposit slips, benefit information, copies of evaluations, copies of library policies/procedures and other town wide information. • The Administrative Assistant is responsible for the delivery of staff personnel, accruals and paycheck information. Not having a proper and secure place to put these items, has resulted in accusations of missing information. • This information is placed in a hanging shoe bag with a pouch for “most” of the staff, some staff must share the space. This shoe pouch is accessible to anyone who has reserved the community room and who needs to use the kitchen sink and microwave. This is a problem for staff, as their confidential information is accessible. 	 <p>Passageway to staff bathrooms.</p> 
	<p>Non-secure staff mailboxes in shoe carrier.</p>
<ul style="list-style-type: none"> • Directors and Administrative Assistant’s Offices – The offices are hard to find as they were an afterthought during the 1969 addition. • There are no glass panels in the Directors office other than a small door light. • There aren’t enough storage cabinets for the confidential files, so files are kept in the custodian’s space. • A small black metal cabinet serves to provide office supplies for all staff, so the director’s office must be accessible to staff at all times. • There is one small round table with three chairs, which must be pulled out from the wall each time it is in use. • Two doors were built into the 10 x 12 foot space, necessitating a regular movement of furniture whenever someone needs to meet with the director. 	 <p>Director’s office showing little space for confidential meetings or record storage. The AC unit is permanently installed letting in the cold during winter months.</p>

<ul style="list-style-type: none"> • Wiring is antiquated and wireless access is blocked by the cement block walls. • Two large windows, one of which holds an AC unit, allows the cold to come in during cold weather. The supply cabinet gets moved in front of the AC unit to block the cold. • Limited shelving necessitates the regular weeding and scanning of files and records. 	
	<p>Director's office shows lack of storage space.</p>
<ul style="list-style-type: none"> • Administrative Assistant's Office – The office is home to the staff networked color copier and scanner. • Concentrated work is often interrupted by staff, trustees, and friends of the library looking for their mail or using the staff copier. • The office houses two computer systems, one for the town's MUNIS system and the other is the assistant's desktop computer. • The copy machine off gases, and is worse during the summer months in this poorly temperature controlled space, making asthmatic conditions worse for staff. • No heat or AC vents reach this space, often necessitating the use of fans and floor heaters. • The office is too small to hold the library's financial and personnel records. There is no space for central storage of office supplies. The administrative assistant must check five different places in the library to inventory and maintain office supplies, ink cartridges, folders, binders and all other supplies each of the departments require. 	 <p>Lack of space with both computers and files.</p>  <p>Storage cabinets had to be placed in the custodial space for confidential files. All older records have already been scanned and saved to thumb drives.</p>

<ul style="list-style-type: none"> • Mail Room / Supply room – the current building does not have a place for the staff networked copy machine or office supplies without going into someone else’s office or workstation. • This small office cannot accommodate supplies or files. This room is either too hot or too cold due to the poor HVAC system. 	
	<p>The staff copier with no space for office supplies.</p>
<ul style="list-style-type: none"> • Staff Bathrooms - To reach the staff bathrooms, staff must walk through the Technical Services Department then through the Staff Break Room. • This creates a very uncomfortable situation for both the staff who need to use the bathrooms, and those who are trying to eat. 	
	<p>Entry to staff bathroom through break room.</p>
<ul style="list-style-type: none"> • [The staff break room is a small area that measures about 8’ by 8’, housing a small refrigerator, a very small counter and sink, two tables, one 18” round and the other 36” square with 4 chairs to serve a regularly scheduled staff of 15. Half hour lunches make it difficult to leave the library to pick up a meal. • There is no space for coats and personal belongings.] 	
	<p>Staff breakroom through Tech Services Office.</p>

<ul style="list-style-type: none"> • Technical Services has a very small coat closet that measures approximately 4 feet by 2 feet. • This space serves to store summer reading materials and technical services supplies. • There is no other storage in this space. • Two to three tax work off volunteers are assigned to the Technical Services Department. They share one desk and are often moved around to accommodate their work with book repairs, processing tasks, and sorting donations. • With a community of readers, Sharon receives many new and popular donated items. These items are placed on the one shelving unit that exists in the Technical Services room or in boxes. Many of these items are cataloged and ready to be checked out, even though there is no room in the main collection to store them. 	 <p>Summer reading storage in Tech Services.</p>  <p>Tax Work off space not adequate for 2-3 people.</p>
<ul style="list-style-type: none"> • Acoustical Engineering was not a consideration of the current building. Spaces are split up with walls from one original building plus two small additions. The community room is an example of the lack of thought. There is an accordion pleated door and window system that is supposed to provide a sound barrier between the Children's room/Tween space and the community room. It doesn't work. Everyone can hear what is going on in either space. 	 <p>The accordion pleated doors and windows do not block noise from either the community room or the teen section. There is one wide open entryway with no door, shown above to the right.</p>

<ul style="list-style-type: none"> The Quiet Study room is wide open to the main part of the library and has two large walkthrough doorways with no doors. Sound carries throughout the building frustrating tutors, students who are trying to study, students taking proctored exams, ESOL teachers and students and those working on the public computers. There is no space that is truly quiet. 	
<ul style="list-style-type: none"> Custodial Space – The custodian has a very small 3 x 4 foot desk with no storage in which to keep important systems information. There is no work bench or vice to make repairs and there is no adequate secure storage space for tools. There is a slop sink which is very difficult to access behind the desk. There is no adequate storage for outdoor equipment, vacuum cleaner and mops. It does have storage for maintenance and cleaning supplies, but this shelving is often taken over by the Friends of the library to store their program materials. Four large 4 drawer cabinets are placed behind the doorway, as the only secure place where business/personnel and other confidential files can be stored. The boiler room houses all the table and chair storage for the community room which makes it very difficult to get them out when needed. Access to the table and chair storage is through the custodial space. 	 <p>Custodial workbench and storage.</p>  <p>Storage in furnace room.</p>
<p>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:</p>	

<ul style="list-style-type: none"> • [Health and Engineered Systems: Hazmat testing revealed that there is a layer of asbestos within the envelope of the building plus underneath layers of floor which are currently covered and within approved safety guidelines. 	
	<p>Shows interior building envelope- asbestos within the exterior walls.</p>
<ul style="list-style-type: none"> • Lighting throughout most of the library was installed in either 1969 or 1979 when the additions were constructed. The lighting is florescent lighting. Some areas are not lighted at all making it difficult to monitor patrons. 	
	<p>Original 1979 florescent lighting.</p>
<ul style="list-style-type: none"> • Main Entry / Vestibule and Lobby - The lower level handicap ramp is often icy and slippery during inclement weather causing regular falls. • The historical Carnegie front entryway's terrazzo stairs are very slippery when wet or snowy, causing many falls by patrons and staff. A small 4 inch step is often missed by patrons causing falls. • The narrow front historical doors measure 2.5 feet wide and do not meet ADA compliant standards. • The walkways around the building are made of brick and when frozen, have caused several falls. In 2014, there were 5 patrons who took serious falls due to the walks, stairs and ramp. One patron broke 3 ribs. 	 <p>Lower Level Handicap entry.</p>



The main entrance shows the brick walkway that is all around the building other than the sidewalk near the lower level handicap ramp.



Cracked Terrazzo steps.


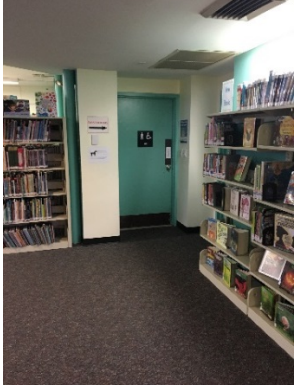



Vestibule with 4" step made of Terrazzo is slippery when wet and many patrons miss this step.

- Book Drop Safety - There is no fire proof internal access to the book drop.
- The book drop is located on the sloped ramp which can be slippery in inclement weather.
- The book drop is emptied twice a day and during snow and icy conditions, making this task much more difficult for staff.
- Due to the Carnegie Historical building, no roof or awning can be installed over the book drop to keep it weather free.



Book drop outside in the weather often left overflowing with return by patrons.

<ul style="list-style-type: none"> • Security - Though there is a safety procedure in place, there are no panic buttons at either of the two circulation desks and the view is blocked by the foyer. Staff at the adult circulation desk can't see who is entering until the patron is already inside. This makes the staff feel very uncomfortable. 	
	<p>Blocked view of entryway at main level.</p>
<ul style="list-style-type: none"> • Plumbing - There is no plumbing on the upper floor. Patrons and staff find this very inconvenient, especially during emergencies. • Staff also find it frustrating, especially when they want to wash their hands after handling dirty materials. 	
	<p>Bathrooms and plumbing are on the lower floor.</p>
<p>Location and environmental conditions of the director's and administrative assistant's offices-</p> <ul style="list-style-type: none"> • When the two separate offices were built, as an afterthought, they were placed in a remote area of the library creating potential safety issues. • The walls were installed on top of the HVAC air duct so air conditioning does not effectively reach either of the two offices. The offices are cold in winter and hot in summer making staff feel uncomfortable. A window AC unit provides some relief in the director's office but does not reach the Administrative Assistant's office. 	
	<p>Walls blocking HVAC vents in office.</p>

- Health – climate control problems -
- The library is climate controlled by two separate heating and AC units, one on the roof and one in the boiler room. The AC unit was installed in 2001, has had multiple repairs and continues to shut down.
- The furnace was recently replaced, but the Air Handler on the roof which controls part of the HVAC system is inefficient resulting in uneven temperatures throughout the building.
- The forced hot water heating system uses former delivery equipment. The rooftop air handler is at the end of its life cycle, requiring replacement air handlers and controls.]



HVAC unit in boiler room at the end of its expected life cycle.



Roof air-handlers at the end of their life span.

- [Fire protection: The library does not have a sprinkler system. There are several fire extinguishers throughout the building. There is a fire hydrant close by and the Fire Department is 3 minutes away.
- This current library also serves as a warming center for the Town of Sharon but lacks a generator in the case of power outages.]



There are no sprinklers. The library has several water and class 2 extinguishers in the building.

[Structural integrity: The library consists of a 1914 building plus two separate additions which creates problems with sightlines, heating, AC, wiring and security.

- The main floor beam at the foyer entryway in the 1914 original Carnegie building has been showing a 1 to 2 degree rise. This condition seems to be worse during thermal contraction and expansion of the support beams.
- This condition prevents the library from adding any furnishings or shelving to the new materials and audio/video sections.
- It also prevents the main circulation desk from adding additional shelving to accommodate self-holds.

A structural engineer was hired to evaluate the situation in September 2014. The report revealed the following: *"The joists size and span appear to be OK for the present loading conditions. It should be noted that the type of lumber, its condition today and the details of the connections – important parameters to determine load carrying capacity - are not known. The area should not be used as a stack room. The floor does not seem to present an immediate threat but this is only a personal judgment and is not based on any engineering data. This is not to say, the issue can be 'ignored'."*



Water Level – see next page.

The water level placed at several areas of the Carnegie foyer shows that the flooring is uneven and varies between 1 and 2 degrees off.



Shows the original interior of the Carnegie Building. The main beam is under this 15 foot span.

- The entrance and walkways to the current building are not even or well lit. While the front stairs enjoy better lighting, the walkway from the main entrance to the side entrance and along High Street is not lit at all, making it difficult to see.



Lower Level handicap ramp entrance with book drop - out in the weather.

- Sightlines are blocked on the upper floor due to walls, tall shelving and the layout of spaces. The main circulation desk is adjacent to the front entryway, consequently preventing staff from easily seeing who is entering the building until they are right in front of the desk. The library security camera system is not accessible at either circulation desk.
- There is no public address system to inform patrons of emergencies or library closings.
- There are no panic buttons connected to the police station.



Adult Services area showing blocked sightlines from shelving, computers and service desk.


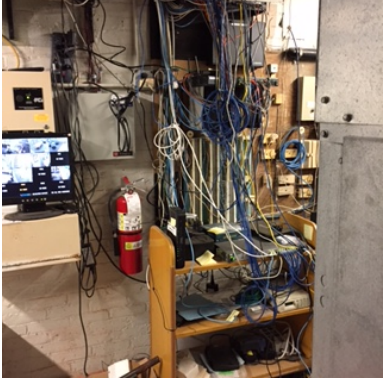


Sightlines completely blocked in non-fiction collection area.

- The elevator is over 25 years old and is controlled by relay tubes. Parts are currently very difficult to get when the elevator fails.
- This elevator is inspected and maintained regularly with repairs completed as needed.



Inner workings of old elevator

<ul style="list-style-type: none"> • The roof over the Carnegie library is over 40 years old and has reached the end of its expected life span. The roofs over the other two additions will reach their life span, according to Kneeland Construction, our roofing contractor, in 5 to 7 years. • The library used Capital Outlay funding in 2014 and State Aid funding in 2015 to make major repairs.] 	
	<p>Roofing structure between Carnegie and 1969 addition.</p>
<ul style="list-style-type: none"> • [Wiring Infrastructure: Due to the three separate building structures, electrical and network cabling fails continually. • The limited amount of electrical outlets throughout the building causes patrons and staff to over extend the outlets. • Providing adequate service is hindered by the severe lack of space in the non-existent server room which is currently shared with the boiler room. This can be a safety hazard for any staff member who has to reset the equipment. • The security camera system also shares this space. Staff have to view the cameras from this room only.] 	 <p>The server room is part of the furnace, custodial storage and HVAC room. The main electrical panel and water shut offs are also in this space.</p>

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

- [The main circulation desk is not mobile and takes up a great deal of space. At present the library does not have an ADA compliant space to offer self holds on either floor.
- There is no circulation office, workroom or counter space to sort delivery bins.
- There is no storage for electronic devices that are circulated to patrons.
- There is no storage space for supplies, coats or personal belongings.
- Sightlines are blocked throughout the building which hampers management and the ability to supervise staff effectively.
- There is no PA system.
- There is no secure place for personal belongings.
- The Administrative Assistant is required to deliver all confidential materials, paychecks, deposit slips and other benefits information to the staff as required by Town governance. The staff shoe bag mail slots are wholly inadequate since they are in an

area that is open to the public who need to use the kitchen during events. Security and privacy is completely undermined. There is no other space in the library that is secure for this purpose.

- The Administrative Assistant is also required to maintain the inventory of supplies for all departments. Since supplies are placed wherever there is available room in desks, cabinets, closets and offices, it is very difficult to maintain an inventory without over purchasing. It also causes staff to spend far too much time hunting down materials when needed.
- The lower circulation desk in the children's room is a very large immobile station which takes up a great deal of space. This space could be used for necessary shelving and more patron seating.
- There is no private area such as an Information Services office to handle confidential reference requests.
- There is no space to provide adequate storage for technology that is distributed through Information Services, such as earphones, laptops, Roku devices, & hot spots, etc.
- The Children's Librarian shares the circulation desk with the circulation staff. This area is noisy between phones ringing and patrons asking questions of the library assistants. Since this is a busy public space, patrons find it disconcerting and difficult to seek help from the librarian.
- The Head of Youth Services desk is situated within 4 feet of the makerspace table and the tween technology area. It is a very noisy area that makes it difficult to help other patrons who need assistance or to perform detailed and concentrated work. This space shares a wall with the community room and when in use, the noise makes this an impossible situation for staff and patrons alike.
- Technical Services is in an open area right inside the lower level entrance. Patrons enter on a regular basis thinking it is part of the children's room, and staff walk through all day long to get to the staff bathrooms and breakroom. It is very difficult for the Technical Services staff to concentrate on their copy and original cataloging duties of the main and historical collections.
- There is no plumbing on the upper floor, making it difficult for staff to find coverage so that they can use the restroom or wash their hands.]

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

- i. [There is no onsite or dedicated parking at all.
- ii. Patrons returning items to the book drop have to walk down the ramp which is often slippery when wet or icy.
- iii. Patrons returning items to the book drop park too close to the intersection causing accidents or they park in the handicap parking spaces because there is no convenient place to park.
- iv. Delivery and library vendors also park in the handicap spaces as it is closest to the ramp.
- v. The terrazzo stairs to the front entrance are frequently slippery when wet, snowy or icy. One patron fell on these stairs and broke her hip in 2011.

- vi. The walks in front of the building, along the south side of the building that leads to a lower municipal lot and the sidewalks themselves are all made of brick. Brick is very slippery during inclement weather and has caused many patron falls, including cracked ribs and other broken bones, the most recent during the winter of 2014.]

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

- [The current library has no parking of its own.
- There is handicap street parking and a municipal parking lot across from the library behind the First Congregational Church.
- There are a few spaces in front of the library and several down High Street along the north side of the library building.
- There is another municipal lot to the south side of the library off Billings Street, but it is not ADA accessible to the library.]

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

- [The library sits on the corner of North Main Street and High Street.
- Patrons can park in front of the library on North Main Street where there are 3 spaces.
- Patrons can also park in the municipal lot across High Street which is behind the First Congregational Church.
- They can also park in the small municipal lot to the south side of the library off Billings Street. Walking from this lot to the building requires patrons to climb five steps to get to the brick sidewalk which runs along the south side of the library.
- Handicap patrons who park in this south side small municipal lot would have to proceed through the parking lot to Billings Street and around Billings Street to North Main Street, then to the library, a 15 minute process if they are in a wheel chair.
- Most patrons find it convenient to park in the large municipal lot right across the library behind the church.]

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

- [None. The library does not have any dedicated parking of its own. Parking is very limited throughout this historical district. The Town has worked diligently to purchase and care for the two municipal lots in this area. One is right across the side street from the library behind the First Congregational Church and the other is off Billings Street to the southeast side of the library. The Town is quick to respond to the care and maintenance of the parking lots, sidewalks and cross walks in this area because of its congested nature and the number of walkers and bike riders in this area.
- The school bus has a pick up and drop off location right in front of the library.
- The summer school/summer camp buses also use this crosswalk in front of 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?

- [Library Trustees paid for an architectural feasibility study to be completed by Butler/Bennett in 1998, the last time a new building study was sought. The Library Trustees have not applied for a public library construction grant before. The study indicated that most of the engineered systems were approaching the end of their expected life spans. Electricity to power the engineered systems was also aging out, as the electric panel could accommodate some additional loads, but not many.
- The library is and has been used as a warming center for the town but has no generator.
- The glass roof skylights over the quiet reading room and behind the circulation desk are inefficient and leak during heavy rainstorms despite multiple repairs. The air in the quiet study room is too hot in the summer and too cold in the winter due to poor HVAC and the heat from the skylights. Windows have been replaced recently which helps with building efficiency.
- Some of the areas of the library are not properly serviced by the HVAC system, such as office spaces where an individual AC unit had to be installed. Fans are frequently in use throughout the library during the warm summer months due to the inability to maintain AC through the original Carnegie and two additions.
- Lighting is insufficient in many areas. The fluorescent bulbs and ballast units throughout both additions are over 25 years old and need to be replaced with better, more efficient lighting. Lighting in the original Carnegie building was replaced in 2008.
- The front historical doors were replaced in 2013 using Community Preservation Funds as determined by the Sharon Historical Commission. These double doors are only 2.5 feet wide. There is a crash bar on one side but the way the doors overlap, only one door can be opened at a time without damaging the door trim.
- The small windows in each of the historical double doors make it difficult to see if someone is standing on the other side, either trying to enter or exit causing patrons to be hit with the doors.
- The emergency exit door leading out from the Community Room leads to a stairway, making it difficult for patrons, and especially physically challenged patrons, to exit in case of an emergency.
- The lower level handicap entrance and vestibule has a double door system. Patrons enter through the exterior doors and then through a set of interior double doors. These are handicap accessible and both doors operate with the handicap door button, but the doors often remain open for long periods of time causing more heat and AC loss throughout the lower floor.]

5. Expanded & improved facility benefits

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

Information Services

- The information services area will be wide open so that sightlines are not blocked, making it easier for staff to serve patrons, and supervise staff more easily.
- The space will feature mobile furnishings, computer stations, and shelving which allows for future modifications.
- The Information Services desk will be easily accessible to patrons, including the ADA compliant workstations and MF/ADA compliant study room.
- An office will provide a private space for confidential patron conversations, an area where staff can complete tasks that require concentration on detailed work, and a place to store materials and files.
- A new expanded Tech Center, as mentioned in the Building Program will provide 18 computer/laptop stations plus two additional ADA compliant stations in sight of the Information Services personnel. The Tech Center will have complete AV integrated technology for programming and presentations both live and broadcast.
- A laptop storage and charging station will be available in the information services area.
- Wayfaring signage will also help staff refer patrons to various locations within the library, including other staff stations.

Borrowing

- The new design features a main circulation desk at the entrance which allows staff to monitor patron arrival and departure.
- The bi-level main desk will be built to accommodate people in wheel chairs.
- The new design features a long counter and storage underneath so that ILL bins can be at counter height, and where supplies can be easily obtained. This will make it easier for staff to function.
- The space has an office for supervisory staff to conduct private or confidential meetings, with staff and patrons.
- There will be a self-hold area and two self-check-out stations for patrons' use on the lower level.
- Additional storage areas will be lockable for the circulation of new technologies.
- There will only be one main circulation desk to be located on the lower floor.
- There will be a Library Assistant's station on both floors to assist with reader's advisory, locational, supervision and support services in the Youth Services Department.
- This station is in the "Tween" area but can be moved and relocated as needed.
- A self check-out station will also be available on the upper floor.
- Once the town moves to an online payment option for fines and copy fees, there will be no need for two main desks or cash registers.

Collections

- The new design will include low shelving that is reachable by children. Some units will be mobile, relocatable and lockable.
- There will be adequate space for collection growth.
- Shelving will also be suited to the format it holds.
- Display capability will be built into the units to highlight and spotlight the collection.
- Adequate, cleanable, comfortable, easy to move, and child sized furniture will be acquired for the children's room.
- A lockable display case will be purchased to highlight work accomplished by youth at library programs and other events.

<ul style="list-style-type: none"> The space will also feature a display system that is safe for the multiple art and science exhibits that the youth department hosts.
<ul style="list-style-type: none"> The new design will have adequate shelving with display capability built into shelving end caps. If duplicates need to be purchased, there will be enough room to hold more than one copy, if necessary. The large print collection will be able to be expanded as our readership requires. Seating and tables in the large print area will include both floor and table top full page magnifiers for the sight impaired.
<ul style="list-style-type: none"> All stack areas will be well lighted and easy to browse with ADA compliant aisles. Adult seating should be incorporated into the shelving areas thereby making it more comfortable for patrons to browse the collection. Stacks in the new building will be 7 feet tall and adequate enough so that the top shelf will allow for future expansion.
<p>Programming Areas, meeting rooms, and quiet/group study spaces</p> <ul style="list-style-type: none"> The new building will be designed to accommodate private areas throughout the stacks for patron use. The design features a large meeting/ESOL room with full AV integrated technology to address the need for various learning styles, including interactive learning. Shelving units inside and outside this room will accommodate the ESOL collection. This space can also accommodate several laptops for group instruction. The large meeting room is flexible to accommodate other meetings as tables and chairs can be re-configured according to the needs of the user. The design includes a separate Young Adult space that includes the YA collection, comfortable seating, makerspace, media lab and quiet tutoring and study space.
<p>Quiet Study and Meeting Rooms</p> <ul style="list-style-type: none"> The design features 2 regular quiet study rooms, 1 ADA compliant study room, 1 acoustically sound proof business pod/small meeting room with full technology integration to include, conference call capability, skype, whiteboard, AV technology, fully wired with multiple data ports. A local history room where meetings can be held and a large community room which can be split into two separate meeting rooms will accommodate other groups and activities.
<ul style="list-style-type: none"> The <i>new materials section</i> of the library will also provide reading room space to enjoy the periodicals and newspapers. It will have comfortable seating, tables and chairs and be situated at the south side of the library where natural light is better.

- The *new large community room* has a capacity of 140 seats. The room can be split into two acoustically discreet spaces, each with full integrated AV technologies, data ports, and computer aided and assisted technologies to accommodate future needs.
- The space can be split into a medium sized meeting room of approximately 42 seats and a very large meeting room of approximately 98 seats.
- An AV storage room will be built to house ADA standard hearing loop equipment and other audio/video equipment for the main meeting room.
- The new design will accommodate an art and display system.
- After hours use of the community room will be available because the new design separates the library from the community room, public bathrooms and kitchenette spaces.
- A custodial closet will be installed just outside the community room and public bathrooms, making it easier for the custodian to keep the space clean.

Tween Section

- The new design allows for an area that will house the juvenile fiction and non-fiction collections that conform to the size and type of shelving appropriate for its patrons.
- The new design includes quiet study areas with computer stations for this age group.
- This space has several tables and chairs for after school learning and tutoring capability, as well as comfortable lounge seating.

Young Adult/Teen Area

- The new design will feature a separate Young Adult area complete with shelving for fiction, non-fiction, audio, video, periodicals, career and college guides.
- The new design will also have an integrated technology system throughout the space that supports STEAM education, interactive and other learning experiences.
- Advanced computer engineering and architectural software will be available on the YA computers.
- Several MacBook Air computers will be available for students at the library and will have the required software programs used at the high school for homework support.
A partnership with the schools has made this possible.
- The Young Adult space will also feature a makerspace to support various library STEAM programming initiatives, and a media lab for the creation of audio and video programming.
- Comfortable lounge and reader seating with tables will be available for tutoring, homework and recreational reading.
- Electrical and data ports will be plentiful.

Children's Area

- The new design will have an independent story time and activity space in a containable area.
- It will feature lower mobile shelving that can be relocated and locked into place.
- Shelving will be adequate for the format and feature display capability for student projects.
- There will be two computers in this space.
- The space will also feature a large storage room for mobile craft carts and other supplies.
- The Children's service desk will be smaller and mobile so that it can be relocated as necessary.
- Youth Services staff will have an office for concentrated, detailed work and a space for private/confidential conversations with both staff and patrons. There will also be adequate file storage for business related information pertaining to Youth Services.
- The space will include a family restroom with a nursery chair.
- This space will be flexible so that future modifications can be made.
- Furnishings will be easily cleaned.

<p>Other - Seating</p> <ul style="list-style-type: none"> • Seating will be comfortable and welcoming for visitors and patrons of all ages and physical challenges. • The new design will include enough reader and program seats to accommodate patrons now and in the future. • Seating should be heavy duty, cleanable and lightweight so that care and maintenance of the seats and the space they occupy can be accomplished.
<p>Other – Historical (Respecting the Past)</p> <ul style="list-style-type: none"> • The new design will be built in the town’s traditional New England village style which reflects the historical homes and churches around the new library. • The design includes a rebuild of the original 1892 Centre School that was one of the first original schools in Sharon. • The main entrance will be clearly identifiable from the street and the parking lot. • All entrances/exits will be well lit. • Landscaping will not interfere with the ability to see and clear the walkways.
<p>Other - Local History Room</p> <ul style="list-style-type: none"> • The new design will offer secured glass shelving, wide enough to hold 14 inch acid free boxes in a safe environment. • The history room will contain a conference table and chairs for use as a meeting room and or work room. • The New England Document Conservation Center recommends Local History collections be housed in conditions of temperature, light and humidity control. • Display cases can be placed outside the room to feature historical materials, artifacts from the old school building and other items given to the library. • This space will also include a local history storage room which is to be climate controlled for the preservation of historical materials. Considerations will be given for lighting, HVAC, moisture, dust and dirt. • This space will contain metal shelving of various heights and a mapcase. These will house large original maps of the town, original blue prints and other rare materials in a secure room. • The glass windows, doors and lighting will also meet UV protected standards for the preservation of historical materials.
<p>Other - Microfilm/ADA quiet study room</p> <ul style="list-style-type: none"> • The new design will feature a dual purpose Microfilm/ADA quiet study room near the local history room and within view of the Information Services staff. • The library has the largest collection of Sharon newspapers on microfilm in existence. This frequently used collection is slated for digitization as funding allows. • This dual purpose ADA quiet study room will enable hearing, sight and physically challenged patrons the opportunity to utilize a full range of software including speech recognition software privately and without disturbing other patrons.

<p>Other - Storage</p> <ul style="list-style-type: none"> • The new design will feature adequate general storage on the lower basement level. • Custodial storage for maintenance of all systems and cleaning supplies is appropriate for future needs. • Smaller storage areas are available within the information services, circulation, technical services and administrative services spaces. • Office supplies will be provided for in an easily accessible space between the director’s office and administrative assistant’s office to enable the assistant to monitor, inventory and replace supplies and equipment as necessary. • Storage for all youth materials will be accommodated by the Activity Storage room which is easily accessible to all youth services and library assistant staff.
<p>Other – Technical Services Area</p> <ul style="list-style-type: none"> • The new design provides for a technical services space for two staff members, storage and shelving for supplies and booktrucks. • The new design also provides for a processing/donation room with two computer stations and a processing table for the tax work off volunteers and staff. • This space will also have enough storage and shelving to hold summer reading materials, processing supplies and donated items that can be used for the library or the book sale.
<p>Other – Mail/copy and supply storage space</p> <ul style="list-style-type: none"> • The new design features a small room between the director’s office and administrative assistant’s office. • This room will hold the staff, trustees and friends mailboxes. • It will hold the networked staff copier and appropriate paper and ink supplies for the copiers. • It will have a counter and cabinets to use for sorting, colating and storing all office supplies which will make it easier for the assistant to monitor and maintain. • It will have sufficient data ports and electrical outlets to operate all office machines.
<p>Other – Staff bathrooms</p> <ul style="list-style-type: none"> • The new design provides for a male and female staff bathroom that is not accessed through the breakroom. • The female bathroom will be outfitted with a nursery chair.
<p>Other – Staff Breakroom</p> <ul style="list-style-type: none"> • The new design provides for a breakroom that is large enough to accommodate 6 to 8 staff at one time. • The staff break room will not be visible from public service areas as it will be on the basement level with natural light from windows. • It will have one rectangular table for six with appropriate chairs, one lounge chair with a small table. The built in kitchenette will include a microwave, large refrigerator, water cooler, coffee pot, coat closet, counters and storage cabinets, and other supplies as needed.

Other - Custodial space

- The new design provides a custodial office that has a work bench, desk and file cabinet for systems information.
- There will be securable storage for tools.
- There will be adequate floor space for brooms, baskets, the vacuum, floor polisher, and rug shampooer, and ladders.
- There will also be adequate shelving for maintenance and cleaning supplies.
- Coat and key hooks will be installed.
- This space will be lockable to prevent accidental poisoning or theft.

Other – Technology/Electrical/Data Ports/AV/Fiber Cabling

- The new building will have fiber optic cabling, sufficient data ports and electrical wiring throughout, so that future modifications can be achieved.
- Wireless service will be enhanced with multiple wireless access points.
- Sufficient access to electricity will be provided for the public’s use of personal computing devices and access to the library catalog.
- Library equipment will include telephones, electronic devices, and Audio/Video and networking systems.
- The electrical plan will not limit the placement of furniture.
- A proper server room will be built to accommodate network, fiber, cabling and security camera systems.

Other – Acoustical Engineering

- The new design will include acoustical engineering throughout the entire building, especially in all quiet study zones.
- The community room, which is able to be split into two separate spaces will feature moveable acoustic partitions that can be changed or modified in the future if needed.
- Acoustic engineering will be included for flooring surfaces, ceiling treatments and interior walls and partitions to ensure sound will not carry or bounce unnecessarily.
- Quiet spaces will be acoustically discreet.

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

- The new design will be new construction and up to current regulatory code.
- Since an old building will be removed from the site, hazardous materials will be removed as necessary in accordance with hazmat requirements.

<ul style="list-style-type: none"> • The new design will feature fixtures and bulbs that are safe, energy efficient, easy to obtain and economically replaced. • Natural light will be utilized wherever possible especially in the basement staff spaces.
<ul style="list-style-type: none"> • The new main entry vestibule and lobby will feature double doors that are air tight, an overhang for protection against the weather, a mat or other walk off surface that is at least 10 feet wide to catch debris. • There will also be bench seating for those who are waiting especially for the elderly and handicapped citizens. • The main entrance is built at ground level for ADA compliance. • The plan provides for a ceremonial/emergency exit at the east elevation of the library. This doorway will be built at ground level in compliance with ADA standards and will feature an overhang for weather protection. • The vestibule will include fire and security panels in accordance with appropriate regulations. • The book drop will be accessible from the vestibule under an overhang which will protect patrons from slips and falls during inclement weather. • The book drop materials will go into a fire-proof room that is accessible to circulation staff from the interior, as opposed to risking falls while emptying the bins outside in all kinds of weather.
<ul style="list-style-type: none"> • Patrons and staff will have easy access to water and bathrooms, as they will be installed on all floors, facilitating access in case of emergencies, illness and routine needs. • The new design also features visual control of restroom entrances and the children’s area family restroom by the service desks.
<ul style="list-style-type: none"> • The new director’s and administrative assistant’s offices will be placed on the upper floor near the stairwell, and will be easily accessible via the elevator. The offices will have glass panels which make it easier for the director and administrative assistant to monitor the upper floor.
<p>Fire Protection</p> <ul style="list-style-type: none"> • The new library will have all required fire protection in place along with a generator that can support emergency usage as a warming center. • A fire proof room will be built for the book drop in the new library.
<p>Structural Integrity</p> <ul style="list-style-type: none"> • The new library will not be an amalgamation of several additions, therefore structural integrity will be guaranteed for the future. • Flooring will be designed at the 150 lbs. per square foot live-load weight bearing capacity to ensure future flexibility for location of book stacks.

Other – Security and Sightlines

- The layout of the new space places the circulation desk right at the entrance with no obstructions. A security camera system will be installed so that circulation staff can monitor entrances & exits from the desk at all times.
- A public address system will be installed so that staff can inform patrons of emergencies and library closings.
- Panic buttons will also be installed at each of the main service desk stations.
- Shelving will be low enough to allow staff to monitor patron activity easily.
- The overall interior design allows for easy operation and monitoring of patrons movement and staff supervision.

C. How will the project improve staff workflow and staff productivity?**[Staff productivity will improve as follows:**

- The main circulation area will be placed near the entryway with an interior book drop that leads right into the circulation area, making emptying much easier and quicker for all concerned.
- A circulation office will help with secure storage and confidential meetings with patrons and staff.
- Adequate storage and countertops to sort and mail out items for delivery and ILL would eliminate some of the physical pain staff endure by working from the floor.
- Plumbing on all floors helps to keep staff from trying to find coverage just to use the rest rooms.
- A library built with open spaces so that sightlines are not blocked will improve customer service and safety.
- Adequate storage for all staff to hold materials for program activities, technology, department records, confidential records, employee mail boxes that are not accessible by patrons, secure coat closet for personal belongings.
- A supply storage area for office and technology supply materials that can be easily inventoried by the Admin Assistant. This would cut down on running out of and overbuying supplies.
- A PA system will help to inform the public when there is an emergency, or when the library is due to close for the evening.
- A security system that would provide monitor access at service stations which would help to monitor patrons and supervise staff.
- A smaller sized service desk will be more manageable for staff to provide patron assistance on the youth services floor without over taking the space.
- An information services office would help to provide a quiet and private space to assist patrons with confidential or personal requests. This would also serve as a quiet space to work on grants or other detailed work. This office would have adequate storage for office files and technology devices which are circulated from this department.
- An activity storage room for the children's department would help to keep craft and supply materials organized all in one place and easily accessible for programs.
- A youth services office that is shared by the two youth services staff will provide a quiet place to work and to hold confidential discussions with patrons or staff. Storage will be provided for records, inventories and other business related materials.
- A kitchenette, bathrooms and storage for the community room would provide a place for patrons to access water and kitchen items without having to go into the staff breakroom.
- A technical services and processing/donation space will provide a quiet area for staff that will not be accessible to patrons. These two rooms will not be a thoroughfare, as it is now, for staff needing to use the restrooms or the breakroom.

- The processing/donation room will provide much needed space for the tax work off volunteers and storage for that department.
- The staff will finally enjoy a larger break room that can accommodate 6 staff at one time to take their 30 minute lunch breaks.
- There will be a staff closet and staff bathrooms, with one that can accommodate a nursery chair.
- A modern facility with reliable wiring and data ports will cut down on the time it takes to process and check out items and will provide more reliable computer connectivity.
- A custodial room large enough to provide for a work bench to make repairs would allow the custodian to make repairs in the building, rather than take them home. Adequate custodial storage for equipment, tools and paper goods would also help to keep things in order, in supply and readily available for use.]

D. Is the project ADA compliant? Yes No

What Architectural Access Board waivers may be sought to meet ADA compliance and why? [None]

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

- [The new library location offers 31 on-site dedicated library spaces which include two handicap spaces plus 2 green vehicle parking spaces and 1 electric vehicle charging parking spot. . There will be 6 dedicated library spaces along North Main Street and an additional 36 dedicated library spaces behind the First Congregational Church in the municipal lot for a total of 73 dedicated spaces for library use. The requirement is for 67 total spaces.
- This new parking plan is more than the Library Building and Selection Committee could have ever hoped for given the parking limitations in this historic district.
- The Town maintains sidewalks, crosswalks and municipal lots in this historic area because parking is very limited for all uses and walkers and bicycle riders are prevalent in this area.
- School buses, summer camp buses, RIDE paratransit bus, and the Sharon Adult Center bus all have drop off and pick up services at the library. This will continue for the new library and will be safer.]

If parking capacity varies from the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking, provide documentation or a letter from the appropriate local board approving an alternative parking capacity and plan in Appendix N.

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

- [The onsite parking lot is right outside the main entrance to the new library.
- Handicap parking is designated to be right at the entrance and easily accessible via wheelchair or other equipment.
- There are 6 spaces on North Main Street which will be designated as library parking.
- The remaining spaces are at the municipal lot behind the First Congregational Church which is used for library parking now. The lot and walks around this church are maintained by the Town.
- Patrons using this lot for overflow parking will walk across the street via the crosswalks.
- Town traffic engineers said they will consider installing a caution/walk light in this area to make access safer when the time comes to move forward with the project.]

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

- [There will be 73 designated parking spaces for the new library. The state parking requirement for this new library calls for 69 spaces which includes the two handicap spaces.
- Non-dedicated parking will be available in the municipal lot for staff. Other side street parking in the area is also available for staff and patron parking.
- The Board of Selectmen voted to approve the parking plan on December 20th, a copy of the vote is included in Appendix B.]

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.

- [The schematic design will qualify for LEED Certified with 40-49 points. There are additional areas that the LBSC and Standing Building Committee can achieve including the installation of solar shingles or panels for renewable energy production. This will bring the project to LEED Silver. The following location and transportation points are incorporated into the project design given to the following: sensitive land protection, surrounding density and diverse uses, access to quality transit, reduced parking footprint, and green vehicles.
- Under sustainable sites, points are given for site assessment, rainwater management and light pollution reduction.
- Water efficiency is developed for indoor and outdoor water use reduction, cooling tower water use and water metering.
- Energy and atmosphere points are given for enhanced commissioning, optimization of energy performance, advanced energy metering, and enhanced refrigerant management and the possibility to install solar shingles for renewable energy production.
- Materials and resources points are given for "Building Product Disclosure and Optimization - environmental product declarations, materials ingredients and construction, demolition waste management and a possibility of sourcing raw materials.
- Indoor environmental quality will include - enhanced indoor air quality strategies, low-emitting materials, construction indoor air quality management plan, indoor air quality assessment, thermal comfort, interior lighting, daylight, quality views and acoustic performance.
- Under Innovation, this project could achieve up to 4 additional points for innovative, and has utilized a LEED accredited architect.
- The new building will be served by an integrated, energy efficient climate controlled system that includes HVAC and electrical systems that are expandable to accommodate increased occupancy in the future. It will also have the potential to be LEED certified.
- Windows and doors will be fully insulated to help maintain interior temperatures.
- All systems will be designed with an eye towards ease of use and future maintenance and repairs that can be easily managed without excessive expense for the town.
- Climate controlled systems will be appropriate for the preservation of materials.]

I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years? [Flexibility is achieved by the following:

- Mobile shelving wherever possible, especially in the children's room and new materials area where the shelving is usually lower.
- Service desks are mobile and easily moved so as to accommodate a major relocation should the need arise.
- Flexibility of furnishings on the lower level will help provide space as the warming center that this library already offers.
- The addition of the generator will also help to keep the library open during power outages and other disasters.
- Furnishings throughout the building and in the meeting rooms will be easy to move and relocate as needed.
- The upper level youth services area is a wide open space that can be re-configured to accommodate future directions.
- The electrical, wiring, fiber and data port infrastructure will also accommodate any changes necessary to keep with future expansion of spaces.
- The Technical Services and processing/donation spaces can be modified to accommodate more library staff or additional tax work off volunteers.
- The site plan indicates that space on the basement level can be added in the future. More windows can be installed along the south side to open up that space, and light pipes can be installed on the roof to bring in natural light to other parts of the basement.
- If property is purchased to the west or north of the library, this will allow for expansion of the building and parking lot.
- Parking can be expanded through the possible purchase of nearby churches and homes, something the town is seriously considering.]

J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program?

Yes No

If yes, explain why. []

4. Site

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

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



[Currently, the Sharon Public Library is on .33 acres of land, **as shown on the left**. The community has long since outgrown this building. This will be the third attempt since its last addition in 1979 to provide a suitable library for this community which has little municipal land available.

The Library Building and Selection Committee reviewed 28 different sites. See Alternate Site Consideration Chart and notes on each piece of land can be found in attachments - Appendix (P). The LBSC chose the current location at 11 North Main Street as the proposed site and the property at 1 School Street as the alternate site. Most of the sites examined were in or around wetland. Some properties were under stipulation by federal and state regulations and others were too far out and not easily accessible to the preferred downtown area.



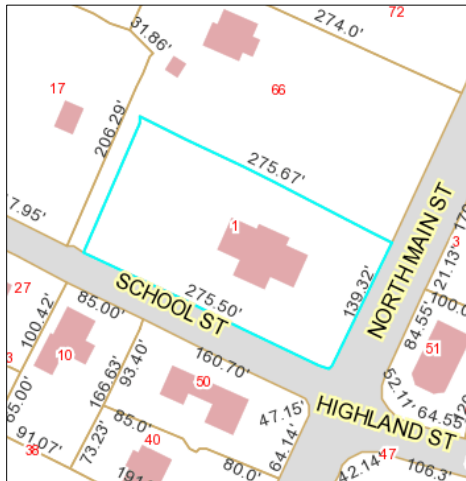
The Sharon Historical Commission did not approve the schematic design at the current site at 11 North Main Street, stating that a 3rd floor (which is the only way the building could be increased), would not qualify under federal and state requirements for historic structures. The problem was that the new building would "mass" over the historic Carnegie Building **as shown to the left in this**

rendering. Therefore, a meeting was held with the Board of Selectmen on August 9, 2016, in which the Board approved the LBSC use of 1 School Street as a site for the new library, stating, "If we don't allow the library to go to that site, there will never be a new library in Sharon". The only provision they made was that the LBSC do what it can to preserve some of the original character of the 1892 Centre School Building, and to face the new library on North Main Street. The building was originally a 2-story school building which easily led to the ability to design a new 2-story library. Consequently, the 11 North Main Street site became the alternate site which would require major modifications to the plan, in light of historical considerations.



The 1 School Street site currently has an old 1-story school building on it that has been adulterated three different times from the original 1892 structure. It is in very poor condition and will be removed, and a new library will be constructed in its place. A variance on the property is required to conform to minor property setbacks.]

Adulterated school building currently at 1 School St.



The photo to your left shows the current site of 1 School Street.



The 1892 Centre School, ***as shown to the left*** was the original high school for the town. In order to comply with the request of local government and with the local historic commission, the design will incorporate a rebuild of the original school.



This ***photo to your left*** shows the street view of the new Centre School rebuild. It fits in very well with the historic homes on either side of it. It brings back some of Sharon's lost history. This doorway is an emergency exit only.



This rendering *to your left* is the side view of the new library from North Main Street, featuring the rebuild of the original Centre School and the more modern exterior built to the rear.



This rendering *to your left* will be the main entrance to the parking lot off School Street.

B. Summarize the site investigation findings in reports on:

- i. **[Geotechnical examination] Geotechnical Services, Inc. completed the geotechnical report on October 21, 2016. The report found the following:**

SUBSURFACE CONDITIONS

The subsurface conditions encountered in the investigation indicate that the site is underlain by the following soil units/deposits, described in order of increasing depth:

Pavement: Test boring B-3 encountered asphalt pavement at the ground surface. The thickness of the pavement is 3-in.

Topsoil: Topsoil was encountered in borings B-1, B-2 and B-4. The thickness of the topsoil unit was about 3-in.

Glacial Deposits: Natural glacial deposits were encountered in all the test borings and generally consist of dense to very dense, brown, fine sand with varying amounts of gravel, medium to coarse sand and silt.

Refusal: Refusal was encountered in test borings B-2 and B-4 at depth ranging from 5.5-ft to 8-ft below the existing grade. The refusal is likely due to cobbles, boulders or possibly bedrock.

Groundwater Conditions: No Groundwater was encountered upon completion of the test borings. Groundwater levels should be expected to vary with season, precipitation, snowmelt, construction activities, and other factors such as perched water over bedrock. As a result, groundwater levels encountered during construction may differ from those encountered during the explorations.

- ii. **[Hazardous materials survey] Smith and Wessel Associates, Inc. from Spencer, Massachusetts completed the Hazmat testing report on September 19, 2016. The following list of hazardous materials were found:**

List of Materials Testing Positive for Asbestos

Gray/red/white window glazing compound (associated with 16-pane windows throughout all 26 windows.

Beige floor tile/mastic and beige self-stick floor tile (2nd layer). Asbestos was found in the small bathroom next to large bathroom in the floor tile.

Asbestos was also found in the storage room window glazing compound, (associated with large 4-pane windows throughout all 7 windows.) Ceiling Tile (older vintage) to the left side display room.

List of Materials Testing Positive for Lead Based Paints:

Exterior stucco gray siding, wood white fluted column, wood white door casing, brick gray foundation, wood white window frames, wood white drip board, wood gray door (basement), wood white upper trim, granite gray foundation, floor 1 wood white window sashes, and the wood white window well.

List of Materials Testing Positive for PCBs:

Most of the light fixtures/ballasts indicated the wording "No PCBs", however not all light fixtures had this wording. PCBs in light fixtures must be inspected for the "No PCB" wording on affixed labels to determine proper disposal/recycling requirements. The only suspect PCB bulk material observed during the assessment was the window glazing compound.

List of Materials Testing Positive for Mercury and other hazardous substances:

There were approximately 132 Mercury Filled Fluorescent Light Fixtures in the building that would require recycling.

Four heat regulating thermostats with associated mercury tubes were also observed in the building.

Miscellaneous Hazardous Building Materials: not all materials could be accessed or assessed and SWA cautions that other materials may be found during time of deconstruction.

- iii. **[Preservation or archeological site survey (Not applicable)]**

- iv. **[Structural evaluation (Not applicable)]**

C. **What zoning waivers may be required? [None]**

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.

- **Existing Library Building**

- Documenting Ownership – deed showing clear title to land

- Establishing Value to Claim Eligible Cost –

- Deadline – January 26, 2017

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

Documenting Ownership – can be contingent on receiving a construction grant
Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim up to \$800,000 as an eligible cost

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017

- **Gifted**

Documenting Ownership – can be contingent on receiving a construction grant

Agreement between the donor and town that includes

Confirming the Gift

Defining the site

Value of site

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim value as shown on the middle appraisal or city/town valuation, up to \$800,000

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017 to claim as an eligible cost

Clear title by date of signing contract with MBLC

- **Purchased from a Seller**

Documenting Ownership – can be contingent on receiving a construction grant

Purchase and sale agreement between the town and the seller

Establishing Value – value as stated in purchase and sale agreement can be claimed as an eligible cost

Deadline – Signed purchase and sale agreement by January 26, 2017 to claim as an eligible cost

Only land acquired since January 26, 2014 is eligible

- **Leased Land**

Documenting Ownership in Application – can be contingent on receiving a construction grant

Lease agreement between the municipality and documented owner

Duration of least 99 years

Lease payments are not an eligible cost

Establishing Value – n/a

Deadline - January 26, 2017

Clear title or a lease of at least 99 years must be obtained prior to signing a grant contract with the Board of Library Commissioners. *A title search is required to confirm that property is without any claims by others and there is no history of past claims which might affect the ownership.* Include confirmation of a clear title or lease agreement and all supporting documentation in Appendix A.

5. Funding and Stewardship

A. Describe the potential level of financial support

- i. Local funding has already been approved? [Local Funding will be requested in accordance with an approved library state funded project. The library has enjoyed public voting support for every phase of this project, including a vote to approve the project and project funding. The voters in this town have approved every capital outlay request, every community preservation commission request and all budgets associated with the cost of doing library business.]
- ii. Donor gift giving through capital campaign? [The Trustees, Library Building and Selection Committee and the Friends of the Sharon Public Library plan to raise \$200,000 for the new library.]
- iii. Charitable giving from businesses, foundations and other prospects [\$50,000. According to "MUNIS - Assessor's Assessment Classification Report" generated on January 4, 2017, there are only 142 businesses in Sharon and 6,305 tax based individual properties. Individuals pay nearly 98 percent of the taxes here in Sharon.]
- iv. Other [N/A]

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

- [Currently, the library has 20 full and part time employees, plus one custodian. The library also has 4 substitute employees on the library payroll. The library can easily operate the new library using the current staff positions. As of November 30th, the Town Administrator and DPW Supervisor approved the part time custodian be moved to a full time custodial position for the library.

- The town has paid for all operating costs plus recent costly replacements for systems in the current library and expects to maintain the current building for future use by the business community.
 - A newly constructed library built with energy efficient engineered systems will help to reduce costs overall, something the current building has not been able to provide.
 - The community also enjoys several "green" initiative non-profit groups who support energy efficient initiatives in town and the library will be supported as well.]
- F. For **all projects**, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
- i. Guide: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>
 - ii. Form: <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

2. 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.
- [As indicated in the abstract, Sharon has very little municipal land, especially in the center of town. To receive the vote of approval by the Board of Selectmen and the Sharon Historical Commission to build on the 1 School Street site was impressive. This allowed the LBSC to accommodate the community's wish to build this library in the downtown area.
 - Local government pulled through by assisting the LBSC to find parking as close to the library as possible. One must remember, the current library has no parking at all.
 - One of the major special conditions is the need for space for our Tax Work off volunteers. Residents in financial need, who qualify for the various positions available, are allowed to work for tax credit. This enables these residents to remain in the town. Many seniors who are on fixed incomes have had to move out due to the high 20% tax rate.
 - The library utilizes between 9 to 12 tax work off volunteers annually. Some work as drivers (who are insured and CORId by the town, to deliver library materials to those who can't get to the library. Residents served by this program do not need to be any particular age or have any kind of infirmity. The service is available to all residents. We use 2 to 3 tax work off volunteers in the Technical Services Department. They handle processing tasks and book repair tasks. They also sort through the many donations the library receives, find and set aside possible replacements or items to add to the collection from these donations. They also sort them for potential sale by the Friends of the Library when they hold their annual book sale. Having enough room for the tax work off volunteers in the current building has been very problematic and the new design will address this issue.
 - We can't stress enough how the municipality has supported this project, both at the current location and now at the (much better) School Street location. This type of

support has not occurred before during the past three attempts to find a proper solution for a library that is heavily used by its highly educated population. Despite those three attempts, this is the first time this Town has applied for Library Construction funding, and has a project it can be proud of.

- The support of the local historic commission has been paramount to the success of the future new library. This support also helped to preserve the history of an old beloved school building by replicating the original 2-story structure and adding on a beautiful modern new library to the rear.
- When people drive down North Main Street, they will see a beautiful combination of history and a modern library. The façade of the re-build fits perfectly in the neighborhood of historic homes on either side of it, yet the library will be a modern, warm and inviting place.]

3. Project Timeline

Estimate the number of months needed to:

- A. Finalize schematic design & complete design development: [seven] months
- B. Secure local funding: [eighteen] months
- C. Complete construction: [sixteen] months

SECTION 2: FINANCIAL

A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

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

Cost Estimate

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost Estimate

B. DETAILED COST ESTIMATE

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

Estimating Firm:	[A.M. Fogarty & Associates, Inc.]
Address:	[175 Derby Street, Suite 5, Hingham, MA 02043]
Name of Estimator:	[Peter Timothy]
Phone(s):	[781-749-7272]
Email address:	[ptim@amfogarty.com]

C. COST PER SQUARE FOOT

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost per Square Foot

D. FUNDING SOURCES

Describe your plan for obtaining funds other than the MPLCP grant.

[A fundraising thermometer will be installed on the library lawn to raise awareness of the activity and amount raised.

The library will purchase fundraising software such as "Donor Perfect" or "Capterra" to record all donations and gifts.

The library may hire a capital campaign manager to help with fundraising.

The Library website, social media, flyers, library newsletters, Friends organization newsletters, website, and social media sites will all include information about the capital campaign and how one can contribute.

Other fundraising activities include:

- Capital and endowment campaigns
- Social media and e-fundraising campaigns
- Naming opportunities for rooms (with town approval) and furnishings
- Art works for sale with proceeds going to the library
- Request for corporate and local business donations
- Car Raffle
- Auctions
- Sponsor a road race or bike race
- High school and junior high student car wash
- Musical programs with Sharon's top notch musicians
- Request a volunteer contribution spot on tax bills or water bills
- Running ads on the town cable channel telling folks where they can make their contribution
- Family oriented fundraising events, such as a fair or carnival
- Children's and families' painted tiles decorated with names, pictures or messages to be hung in the youth services area
- Small gift, memorial and "in honor of" campaigns]

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Funding Sources

SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

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

Name: [Lee Ann Amend]

Position: [Library Director]

Responsibilities: [To oversee and coordinate the library building project with the Board of Library Trustees, the Standing Building Committee, OPM, architects, capital campaign managers and Town government]

Qualifications: [The Library Director has a Masters of Library and Information Science from Simmons College with 25 years of experience in academic, special and public libraries. The Library Director has experience working with capital outlay, community preservation, grant and other funds in the application of library services and library construction. The Director is certified as an MCPPO in the public constructing overview designation. The Director has written RFPs, RFQ and bid notices that were successfully applied to various capital outlay and designer selection law applications. This is the third library construction project this Director has worked on since 2004, with one project under construction now and the second library building project completed in 2011. The Director has experience with line item and bottom line budgeting of one million dollars. The Director has grant writing and limited fundraising experience.]

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

Architectural Firm: [Lerner Ladds and Bartels]
 Address: [161 Exchange St, Pawtucket, RI 02860]
 Phone(s): [(401) 421-7715]
 Website: [llbarch.com]
 Library project date of hire: [10/28/2015]

Name of Principal Architect: [R. Drayton Fair, AIA, ALA, LEED AP]
 Phone(s): [401-421-7715]
 Email address: [kbartels@LLBarch.com]
 Mass. License #: [9679]

Name of Project Architect
 (if different): [Kathleen A. Bartels, AIA, LEED AP]
 Phone(s): [401-421-7715]
 Email address: [kbartels@LLBarch.com]
 Mass. License #: [31236]

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 St # 19, Newburyport, MA 01950]
 Phone(s): [(978) 462-2094]
 Website: [designtechnique.com]

Library project date of hire: [06/29/2015]
 Name of OPM: [John Sayre-Scibona]
 Phone(s): [978.462.2094]
 Email address: [johnss@designtechnique.com]

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

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

Full name: [n/a]
 Phone(s): [n/a]
 Email address: [n/a]
 Major responsibilities related to the project: [n/a]

B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

The sole awarding legal authority for this project will be:
 (Mark only one)

- Board of Library Trustees
- Local Building Committee
- Other Municipal Official

Chairperson or Municipal Official of Above

Full name: [Gordon Gladstone]
 Title: [Chairperson]
 Address: [90 South Main Street, Sharon, MA 02067]
 Phone(s): [781-784-1500]
 Email address: [gwgladstone@aol.com]

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

Full name: [Cynthia Doherty]
 Title: [Finance Director]
 Address: [90 South Main Street, Sharon, MA 02067]
 Phone(s): [781-784-1500 x 1170]
 Email address: [cdoherty@townofsharon.org]

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

Full name: [Cheryl Weinstein]
Title: [Trustee Chair]
Address: [4 Coach Lane, Sharon, MA 02067]
Phone(s): [781-784-0753]
Email address: [cheryliam@comcast.net]

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

Bank or institution name: [Eastern Bank]
Contact name: [Michael Carey]
Title: [Bank Manager]
Address: [7 South Main Street, Sharon, MA 02067]
Phone(s): [781-784-7800]
Email address: [m.carey@easternbank.com]

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

Office or agency name: [Sharon Standing Building Committee]
Contact name: [Gordon Gladstone]
Title: [Chairman]
Address: [219 Massapoag Avenue, Sharon, MA 02067]
Phone(s): [781-784-5376]
Email address: [gwgladstone@aol.com]

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

Office or agency name: [Town of Sharon Accounting Department]
Contact name: [Cynthia Doherty]
Title: [Finance Director]
Address: [90 South Main Street, Sharon, MA 02067]
Phone(s): [781-784-1500 x 1170]
Email address: [cdoherty@townofsharon.org]

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:
Town Administrator, Frederick Turkington

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

Full name: [Frederick Turkington]
Title: [Town Administrator]
Address: [90 South Main Street, Sharon, MA 02067]
Phone(s): [781-784-1500 x 1160]
Email address: [Fturkington@townofsharon.org]

C. COMPLIANCE ASSURANCES

Applicants will 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: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

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Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report

- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings*

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

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

- P. Attachments (label sequentially)

Application Package Checklist

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

In Package	Submittal <i>(For a detailed list of required submittals, see pages 3-4)</i>
<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